Prosthetics Application Suite
User Manual

GUI Version

March 2005

Department of Veterans Affairs
V*IST*A Health System Design and Development (HSD&D)

Revision History

GUI User Manual

Below is the development phases and dates of this **Prosthetics Application Suite User Manual.**

Section	Date	Patch	Page	Change
NPPD Detail Display User Manual	1/03	RMPR*3*71	Section 2 Page 65	New GUI feature
Automated Delayed Order Report	6/03	RMPR*3*59	Section 3 Page 83	New GUI feature
View Prosthetic Billing Information	1/05	RMPR*3*96	Section 4 Page 111	New GUI feature
Purchase Card Purchasing	4/05	RMPR*3*90	Section 1 Page 2	New GUI feature
NPPD Detail Display User Manual	4/05	RMPR*3*109	Section 2 Page 69	Added a new “Display Custom Data field” feature

Table of Contents

Introduction to Prosthetics Application Suite User Manual

User Manual Overview

Introduction

This **Prosthetics Application Suite User Manual** encompasses past GUI (graphical user interface) patches that provided new and enhanced GUI features for Prosthetics. This user manual will be the main user manual for all future GUI updates.

In this manual

In this user manual are the following topics and their corresponding sections:

Topic	See Section
Purchase Card Purchasing	Section 1
NPPD Detail Display	Section 2
Delayed Order Report	Section 3
View Billing Information	Section 4

Section 1

GUI Purchase Card Purchasing

Overview

Introduction to GUI Purchasing

Patch RMPR*3*90 is a large Prosthetics patch affecting the Purchase Card Purchasing features. There is a whole new module using GUI (graphical user interface) windows features to create a Purchase Card purchase order. You will no longer be able to use the roll and scroll **Purchase Card Menu** option.

IMPORTANT: A new feature in GUI Purchasing is that a purchase order cannot be created if the consult (or manual entry in Suspense) is not in an **Open** or **Pending** status.

Note: Reconciling a 1358 purchase order continues as a roll and scroll selection.

PSAS Menu options

There are several **PSAS Menu** options addressed with Patch 90. Here are the current roll and scroll **VistA Prosthetics** menu options that have been enhanced:

- Purchasing – **Purchase Cards Menu** Option
- Utilities Menu – **Site Parameters** option
- Display/Print Menu – **Display/Print Patient 2319 (23)** option (Appliance Transactions – Screen 4)

Three new roll and scroll menu options include:

- Purchasing Menu – **Enter Waiver or Excluded Notice (EW)**
- Purchasing Menu – **Enter Contract Number (EC)**
- Utilities Menu – **Display Pros PO Information (WD)**

Transaction Type

In this GUI Purchase Card Purchasing module with Patch RMPR*3*90, there are no longer four **Transaction Types** as they have been consolidated into two Types: The four Types were: S – Spare, X – Repair, I – Initial Issue, and R – Replace. This change has consolidated many steps into fewer keystrokes for users.

The two (2) consolidated Transaction Types are:

- I – New/Replace
- X – Service/Repair

Note: The Inventory, Home Oxygen and Lab modules still have four (4) Transaction Types.

Continued on next page

SC and NSC Patient Categories

Also, there used to be four **Patient Category** options, and this has been consolidated into two options with this patch. The four options were:

1) Service Connected/In-Patient
2) Service Connected/Outpatient
3) Non-Service Connected/In-patient
4) Non-Service Connected/Outpatient

The two NEW Patient Categories are:

1) Service Connected
2) Non-Service Connected

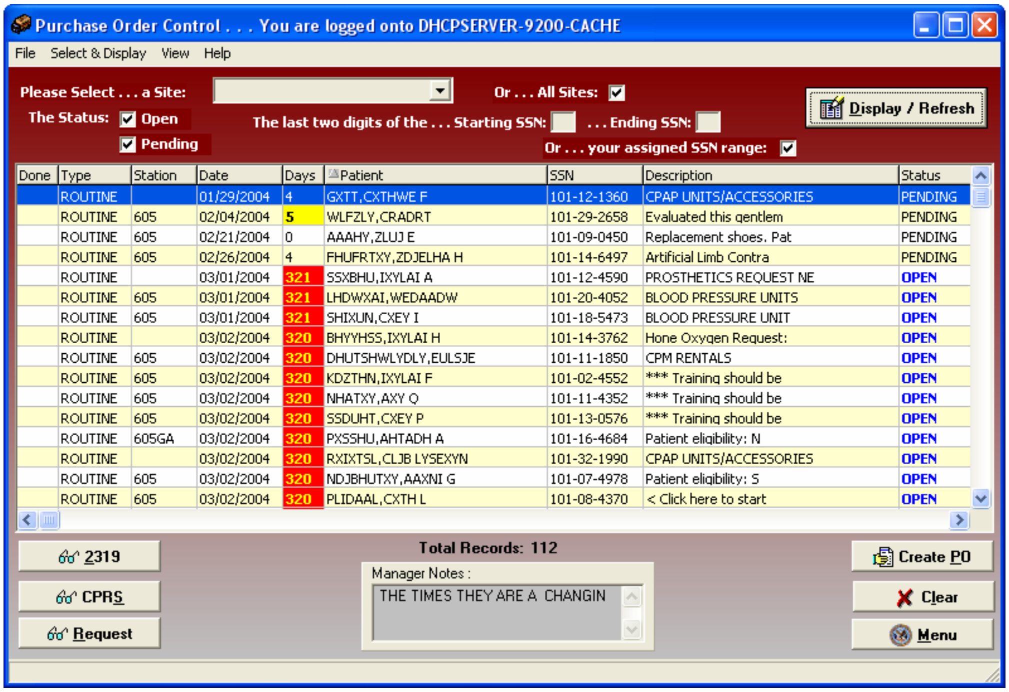
Note: With this consolidation, there is no need for a **Special Category** which had four options for you to choose when you selected the **Patient Category** of **Non-Service Connected/Outpatient** option.

Printed Purchase Order

The full social security number is not displayed on the printed purchase order; only the last four numbers on Form 2421. The purchase order number now appears on the top of this form. Also, the Lot number, Serial number, Make and Model appear on the purchase order (as appropriate).

The Purchase Order Control Window

The **Purchase Order Control** window shown below displays consults from the Suspense module that have been entered through CPRS or entered manually. **Open** and **Pending** consults display here for one site or **"All Sites**" as well as a Purchasing Agent's responsible SSN range for patients.



Section 1 (Continued)

Chapter 1 – Roll and Scroll Features

Patch RMPR*3*90 Overview

New and deleted features

There are new Roll and Scroll features with Patch RMPR*3*96 as well as updated features and features no longer needed.

Purchasing Menu - Purchase Cards

The **Purchase Cards** option (under the **Purchasing Menu (PU)** and the **Enter New Request (EN)** option) is no longer needed in roll and scroll and cannot be used any longer.

The new GUI Purchase Order process is outlined in this user manual and has been developed to replace the roll and scroll process. There have been many features added within this process as well.

Purchasing Menu

The new menu options in the **Purchasing Menu** include:

- **Enter Waiver or Excluded Notice (EW)**
- **Enter/Edit Contract Number (EC)**

Utilities Menu

The **Site Parameters** file has been updated in the **Utilities Menu** with several new features and prompts. The enhanced option is the **Enter/Edit Site Parameters (SP)** option. You will then select the **Enter/Edit Station Site Parameters (SS)** option.

Also there is a new menu option, **Display Pros PO Information (WD)** for display purposes only.

Display/Print 2319

There are two new display fields on the **Display/Print Patient 2319** (in the Appliance Transaction – Screen 4) as follows:

- **Contract Number**
- **Excluded Waiver**

Utilities Menu – Site Parameters File

Site Parameters file

You must first set up the Site Parameters file to set up your Purchasing Agent information including their name and SSN range of responsibilities before they can begin to use the GUI Purchase Order feature. This is also where the Common Numbering Series (number that is created for the PO process) and the new **Manager Comment** is updated.

To access this file, select the **Utilities Menu (UT)** and the **Enter/Edit Site Parameters (SP)** option.

Note: This file can be updated when a Purchasing Agent is on vacation, sick or for any temporary purposes to transfer the SSN range of responsibilities to another Purchasing Agent.

Prosthetic Official's Menu

```
   PU     Purchasing ...
   DD     Display/Print ...
   UT     Utilities ...
   AM     AMIS ...
   SU     Suspense ...
   CO     Correspondence ...
   SC     Scheduled Meetings and Home/Liaison Visits ...
   PS     Process Form 2529-3 ...
   EL     Eligibility Inquiry
   ET     PSC/Entitlement Records ...
   HO     Home Oxygen Main Menu ...
   INV    Pros Inventory Main ...
   ND     NPPD Tools ...
   OC     CoreFLS Order Control
   VR     VERIFY/REPAIR PURCHASE CARD NUMBER

Select Prosthetic Official's Menu Option: UT  Utilities
```

Utilities Menu

```
   AP     Add/Edit Patient to Prosthetics
   DIS    Enter Prosthetic Disability Code to 2319
   REM    Delete Prosthetic Disability Code from 2319
   EN     Enter/Edit Prosthetic Item Master
   IF     IFCAP Utilities ...
   PGE    Purge Obsolete Data ...
   RC     Flag Item as Returned/Condemned
   RE     Edit Returned/Condemned Item
   SP     Enter/Edit Site Parameters ...
   WD     Display Prosthetic PO Information

Select Utilities Option: SP <Enter> Enter/Edit Site Parameters
```

Continued on next page

Next step

Select the **Enter/Edit Station Site Parameters (SS)** option as shown below.

Enter/Edit Site Parameters option

```
   SS     Enter/Edit Station Site Parameters
   RF     Set CPT Modifier Rental Flag

Select Enter/Edit Site Parameters Option: SS <Enter>
Enter/Edit Station Site Parameters

Select PROSTHETICS SITE PARAMETER SITE NAME:

     ATLANTA VAMC                                  508
     CORKWELL VAMC                                 500
     HINESTEST                                     999
     Hines Development System2                     ST. NUM. 578
     SAN ANTONIO VAMC                              671
     ZZOJ VAMC VAMC                                991
 Answer with INSTITUTION NAME, or STATUS, or STATION NUMBER,
or OFFICIAL VA NAME, or CURRENT LOCATION, or CODING SYSTEM/ID
PAIR, or NAME (CHANGED FROM), or CODING SYSTEM


 Do you want the entire INSTITUTION List? Y <Enter> (Yes)
   Choose from:
   ALBANY, NY                                 500
   ALBUQUERQUE, NM                            501
   ALBUQUERQUE-RO            NM               340
   ALEXANDRIA, LA                             502
   ALLEN PARK, MI            MI               553
   ALTOONA, PA                                503
                ^

Select PROSTHETICS SITE PARAMETER SITE NAME: 500 <Enter>
ALBANY, NY
```

Printer

You also need to know the name of your printer to set it up in the Site Parameters file. This must be defined and cannot be entered as “null” as it must be a Prosthetic printer.

Continued on next page

Utilities Menu – Site Parameters File, Continued

Manager Comment (NEW FEATURE)

Notice the new **Manager Comment** prompt below. You can enter a free-text comment that will display on the GUI **Purchase Order Control** window at the bottom of the display. This can be used by Supervisors to make announcements or specific messages to their responsible groups.

Site Parameters file

NEW Prompt

```
VAMC  500    COR
KWELL VAMC
SITE NAME: CORKWELL VAMC//
VISN: 17//
PHONE NUMBER:
STREET ADD1:  //
CITY: SAN ANTONIO//
STATE: TEXAS//
ZIP CODE: 78249//
MANAGER COMMENT: "Please enter your time today."  <Enter>

CHIEF SIG BLOCK: PROSmanager,one,ACTING CHIEF,PROSTHETICS
SERVICE
           Replace Y <Enter> ??  Replace
Select PURCHASING AGENT: PROSpurchagent,one //
  PURCHASING AGENT: PROSpurchagent,one//
  START RANGE: 0//
  STOP RANGE: 99//
```

Utilities Menu – Display Prosthetic PO Information (WD)

Display PO Information (WD)

With Patch RMPR*3*90, you can display purchase order information with the new option from the **Utilities Menu** called **Display Prosthetic PO Information (WD)**. This will display purchase order information that does not contain patient name or sensitive information.

Display Prosthetic PO Information (WD)

```
   PU     Purchasing ...
   DD     Display/Print ...
   UT     Utilities ...
   AM     AMIS ...
   SU     Suspense ...
   CO     Correspondence ...
   SC     Scheduled Meetings and Home/Liaison Visits ...
   PS     Process Form 2529-3 ...
   EL     Eligibility Inquiry
   ET     PSC/Entitlement Records ...
   HO     Home Oxygen Main Menu ...
   INV    Pros Inventory Main ...
   ND     NPPD Tools ...
   VR     VERIFY/REPAIR PURCHASE CARD NUMBER

Select Prosthetic Official's Menu Option: UT <Enter> Utilities

   AP     Add/Edit Patient to Prosthetics
   DIS    Enter Prosthetic Disability Code to 2319
   REM    Delete Prosthetic Disability Code from 2319
   EN     Enter/Edit Prosthetic Item Master
   IF     IFCAP Utilities ...
   PGE    Purge Obsolete Data ...
   RC     Flag Item as Returned/Condemned
   RE     Edit Returned/Condemned Item
   SP     Enter/Edit Site Parameters ...
   WD     Display Prosthetic PO Information

Select Utilities Option: WD <Enter> Display Prosthetic PO Information

Select PROSTHETICS 1358 DATE:    2-15-2005                  EYEGLASSES-PRES

DEVICE: <Enter>  INCOMING TELNET    Right Margin: 80// <Enter>
Prosthetics Display                            MAR 10,2005  09:18    PAGE 1
------------------------------------------------------------------------------

Deliver To: OTHER LOCATION AT THIS SITE     IFCAP Order: 516-0U7820

Vendor: INVACARE

Initiator: PETERSON,ALISA

Station Name: BAY PINES VAMC

Item: EYEGLASSES-PRESCRIPTION

Brief Description: EYEGLASSES

Unit Cost: 25.00     Qty: 1     Unit of Issue: EA
Eyeglasses, Prescription

Select PROSTHETICS 1358 DATE:
```

Purchasing Menu – Enter Waiver or Excluded Notice (EW)

Definitions

The **Enter Waiver or Excluded Notice (EW)** option is from the **Purchasing (PU)** Menu. You can use this menu option if you forget to enter this information during the creation of the purchase order.

A **Waiver** is a device/vendor that is not on a National Prosthetics Mandatory BPA/Contract and is prescribed because it meets the needs of an individual patient. (The prescribing physician requests in writing to the Chief of Staff and if approved, a copy is forwarded to the VPR.) **Excluded** means that an Item (HCPCS) issued is not covered by a National Prosthetics Mandatory BPA/Contract.

Prosthetic Official's Menu

```
   PU     Purchasing ...
   DD     Display/Print ...
   UT     Utilities ...
   AM     AMIS ...
   SU     Suspense ...
   CO     Correspondence ...
   SC     Scheduled Meetings and Home/Liaison Visits ...
   PS     Process Form 2529-3 ...
   EL     Eligibility Inquiry
   ET     PSC/Entitlement Records ...
   HO     Home Oxygen Main Menu ...
   INV    Pros Inventory Main ...
   ND     NPPD Tools ...
   VR     VERIFY/REPAIR PURCHASE CARD NUMBER

Select Prosthetic Official's Menu Option: PU <Enter>  Purchasing
```

Purchasing Menu

```
   EN     Enter New Request ...
   SI     Stock Issues ...
   RP     Reprints ...
   RE     Record 2237 Purchase to 2319
   ED     Edit/Delete 2237 from 10-2319
   EC     Enter Contract # and FPDS
   CA     Cancel a Transaction
   CO     Close Out
   CPC    Cancel Purchase Card Transaction
   CPO    Reconcile/Close Out Purchase Card Transaction
   ED2    Edit 2319
   EDPC   Edit Purchase Card Transaction
   ER     Enter Product Information for Recall
   EW     Enter Waiver or Excluded Notice
   HI     Add Historical Data
   HID    Delete Historical Data Entry
   LI     List Open 1358 Prosthetic Transactions
   LII    List Open 1358 Transactions By Initiator
   LPC    List Open Purchase Card Transactions
   LPCI   List Open Purchase Card Transactions By Initiator
   LPS    Purchase Card Summary Sheet
Select Purchasing Option: EW  <Enter> Enter Waiver or Excluded Notice
```

Continued on next page

Purchasing Menu – Enter Waiver or Excluded Notice (EW),
Continued

The 2319

The Waiver or Excluded information appears on the 2319.

Note: This new feature works for any Inventory/Stock Issues items as well.

Enter Waiver or Excluded Notice

```
Enter Patient Name or PO Number    1-27-2005 ITEM DES
         ...OK? Yes//  <Enter>  (Yes)

Patient Name: PROSpatient,one   <Enter>
Form: VISA
Transaction #: 0U7748
Brief Desc: ITEM DES
PSAS HCPCS: E2100
Item: WHEELCHAIR-H2000-18IN-ELEV
Vendor: SUN BRAND
Initiator: PROSdeveloper,one

EXCLUDE/WAIVER: ?  <Enter>
     Choose from:
       E        EXCLUDED
       W        WAIVER
EXCLUDE/WAIVER: E  <Enter> EXCLUDED

Enter Patient Name or PO Number  <Enter>
```

Purchasing Menu – Enter/Edit Contract # (EC)

Enter/Edit Contract Number

The **Enter/Edit Contract Number (EC)** option allows you to enter a new Contract number on the 2319 or edit an existing one. This menu option is a free-text field and you can enter any free-text.

Note: The **Contract #** has a maximum of 30 characters allowed in this prompt.

Purchasing Menu

```
   EN     Enter New Request ...
   SI     Stock Issues ...
   RP     Reprints ...
   RE     Record 2237 Purchase to 2319
   ED     Edit/Delete 2237 from 10-2319
   EC     Enter/Edit Contract #
   CA     Cancel a Transaction
   CO     Close Out
   CPC    Cancel Purchase Card Transaction
   CPO    Reconcile/Close Out Purchase Card Transaction
   ED2    Edit 2319
   EDPC   Edit Purchase Card Transaction
   ER     Enter Product Information for Recall
   EW     Enter Wavier or Excluded Notice
   HI     Add Historical Data
   HID    Delete Historical Data Entry
   LI     List Open 1358 Prosthetic Transactions
   LII    List Open 1358 Transactions By Initiator
   LPC    List Open Purchase Card Transactions
   LPCI   List Open Purchase Card Transactions By Initiator
   LPS    Purchase Card Summary Sheet

Select Purchasing Option: EC <Enter> Enter/Edit Contract # on 2319
```

Enter Contract #

```
Enter Patient Name or PO Number    1-27-2005 ITEM DES
         ...OK? Yes// <Enter>   (Yes)

Patient Name: PROSpatient,one   <Enter>
Form: VISA
Transaction #: 0U7748
Brief Desc: ITEM DES
PSAS HCPCS: E2100
Item: WHEELCHAIR-H2000-18IN-ELEV
Vendor: SUN BRAND
Initiator: PROSdeveloper,one

CONTRACT #: ?  <Enter>
     Answer must be 1-30 characters in length.

CONTRACT #: 123ABC   <Enter>

Enter Patient Name or PO Number
```

Display/Print Patient 2319 (23) – Excluded and Waiver

Excluded and Waiver prompts

With Patch RMPR*3*90, there are two new prompts on the 2319: Excluded and Waiver. You can display and print the 2319 from the **Display/Print (DD) Menu** (accessed from the **Prosthetics Official's Menu**) to update the Excluded or Waiver prompts on the 2319. Follow the sequence of prompts below to display or print the 2319.

Display/Print Patient 2319

```
Select Display/Print Option: 23 <Enter>  Display/Print Patient 2319

SITE: DVAMC BAY PINES 516/121//         <Enter>          516

Select PROSTHETIC PATIENT: PROSpatient,one  <Enter>       5-28-
25    000277955     NO     NSC VETERAN           B       B      PC
NORTH PINELLAS
 Enrollment Priority: GROUP 8c   Category: IN PROCESS    End Date:
         BAY PINES VAMC
DEVICE: HOME//<Enter>   INCOMING TELNET    Right Margin: 80// <Enter>

Current Disability Codes are:

AO/DIS         OTHERS ELIG    NSC   PL-104-262 (ELIG. REFORM
AO/ELAS        OTHERS ELIG    NSC   PL-104-262 (ELIG. REFORM
```

Appliance Transactions (Screen 4)

```
     Select one of the following:

          1         PATIENT DEMOGRAPHICS
          2         CLINIC ENROLLMENTS/CORRESPONDENCE
          3         ENTITLEMENT INFORMATION
          4         APPLIANCE TRANSACTIONS
          5         AUTO ADAPTIVE INFORMATION
          6         CRITICAL COMMENTS
          7         ADD/EDIT DISABILITY CODE
          8         HOME OXYGEN ITEMS

Enter 10-2319 screen to VIEW (1-8),'^' to EXIT, or 'return' to
continue : 4 <Enter> APPLIANCE TRANSACTIONS
```

Continued on next page

Display/Print Patient 2319 (23) – Excluded and Waiver,
Continued

New Display fields

Below you can see the two new display fields on the **Display/Print Patient 2319**:

- **Contract Number**
- **Excluded Waiver**

Appliance/ Repair Record for a Veteran

New display fields here:

```
PROSpatient,one         SSN: 000-27-7955   DOB: MAY 28,1925   CLAIM#
  Date     Qty    HCPCS     Type  Vendor     Sta  Serial  Delivery Date Tot Cost

1. 01/27/05  2   BLOOD GLUC   R  SUN BRAND   516                         24.00
2. 01/24/05  2   PLNR BACK    I  INVACARE    516                         20.00
   REMARK
3. 02/06/04  1   WHO, WRIST   I  EBI MEDICA  516  2022-14   02/06/04      7.73
   RIGHT MEDIUM ISSUED 12-16-04
4. 02/06/04  1   WHO, WRIST   I  EBI MEDICA  516  2022-24   02/06/04      7.73
   LEFT MEDIUM ISSUED 12-16-04
5. 03/10/03  2   ELASTIC SU   I  SURGICAL A  516  8868LG    03/10/03     19.78
   ISS 2-21-03 1PR TRUFORM AK 8868 LG
6. 02/19/03  1   AUTO BLOOD   I  MEDICAL PL  516            02/19/03     29.70
   MAILED BP KIT

End of Appliance/Repair records for this veteran!
+=Turned-In  *=Historical Data  I=Initial  X=Repair  S=Spare  R=Replacement
Enter 1-6 to show full entry, '^' to exit or `return` to continue.  1 <Enter>


PROSpatient,one        SSN: 000-27-7955   BAY PINES VAMC      DOB: 05-28-1925
                    APPLIANCE/REPAIR LINE ITEM DETAIL                 <4-1>

TYPE OF FORM: VISA       INITIATOR: PROSdeveloper,one  DATE: JAN 27, 2005
DELIVER TO: VETERAN
TYPE TRANS: REPAIR            QTY: 2    SOURCE: COMMERCIAL
VENDOR TRACKING:                      BANK AUTHORIZATION:
VENDOR:        SUN BRAND
VENDOR PHONE:  404-455-0664
               3900 GREEN INDUSTRIAL WAY
               ATLANTA,   GEORGIA     30341
DELIVERY DATE:
TOTAL COST: $24.00            OBL: 0U7748
REMARKS:
DISABILITY SERVED: NSC
ITEM DESCRIPTION: WHEELCHAIR-H2000-18IN-ELEV
APPLIANCE: WHEELCHAIR-H2000-18IN-ELEV
CONTRACT #: 123ABC
EXCLUDED/WAIVER: EXCLUDED
PSAS HCPCS: E2100     BLOOD GLUCOSE MONITOR W VOICE
ICD-9 Code:
CPT MODIFIER:
DESCRIPTION: ITEM DES
EXTENDED DESCRIPTION:

Enter RETURN to continue or '^' to exit:  <Enter>
```

Chapter 2 – Access/Sign-on Instructions to GUI

Access the Prosthetics Main Menu

Introduction

The **Prosthetics Main Menu** window is shown below.

Steps

To sign on to VistA and access the Prosthetics applications, follow these steps:

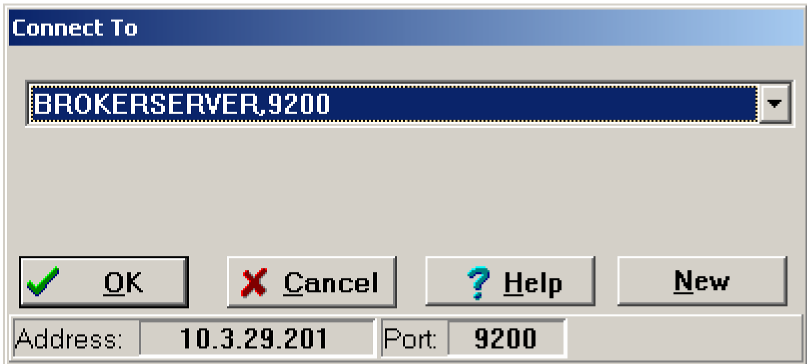
Step	Action
1	Double click the **Prosthetics VistA Suite** which is the *medicine bag* icon on your desktop.
2	Click the **VistA Sign-On** button, and the **Connect To** dialog displays. **Shortcut:** Press the **<Alt>** key + **<S>** key.

Connect to VistA

Connecting

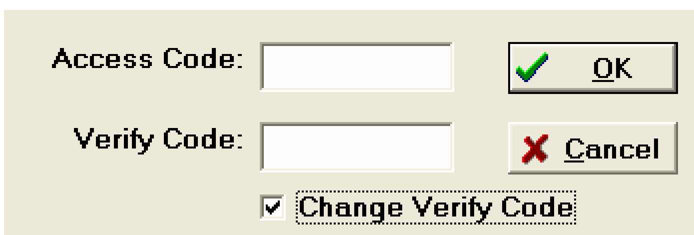
Click the drop down arrow to select your connection option, and click **OK**. The **VistA Sign-on** window displays.

Connect To dialog box



Access/Verify Code

You can change your Verify Code for your Access Code by clicking the **Change Verify Code** checkbox below the **Verify Code** field. Enter your **Access Code** and **Verify Code**, then click **OK**.



Change VistA Verify Code

If you opted to change your verify code, the Change VistA Verify Code window displays. Enter your **New verify code**, then enter it again in the **Confirm new verify code** field, and click **OK**.

Connect to the System (Only necessary for multiple sites)

Connect to another system…

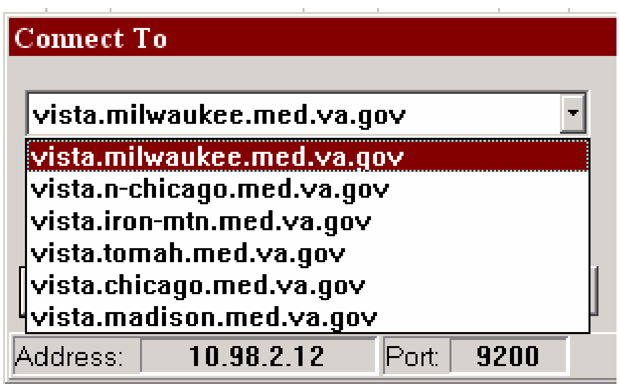
Double click the **Medical Bag** icon on your desktop to connect. The **Connect To** dialog box displays as shown below <u>ONLY if you are connected to multiple sites/systems</u>.

Workstations are typically configured to sign on to a single system. However, if your workstation is configured to sign on to more than one system (see example below), you will see the **Connect To** dialog box whenever you try to establish a connection.

Steps for the Default system

To sign on to the default system (the one displayed in the **Connect To** dialog box, press the **<Enter>** key (on your keyboard) or click the **OK** button.

Connect To dialog box



Steps for a different system

To choose a different system, follow these steps:

Step	Action
1	Click the drop-down arrow in the **Connect To** dialog box to display the list of systems.
2	In that list, click the connection you need.
3	Then click **OK** or press **<Enter>** to sign on to that system.

Cancel Button

You can click the **Cancel** button to exit the **Connect To** dialog box.
<u>**Shortcut**</u>**:** Press the **<Alt>** key + **<C>** key to cancel.

Help Button

The **Help** button displays online help regarding the dialog box that is currently displayed. You can also press the **<F1>** key to display online help.

Sign-On to VistA

Introduction

The **VistA Sign-on** window is the main sign-on window for all VistA GUI applications. It displays the current system introductory messages, and lets you sign on to the system.

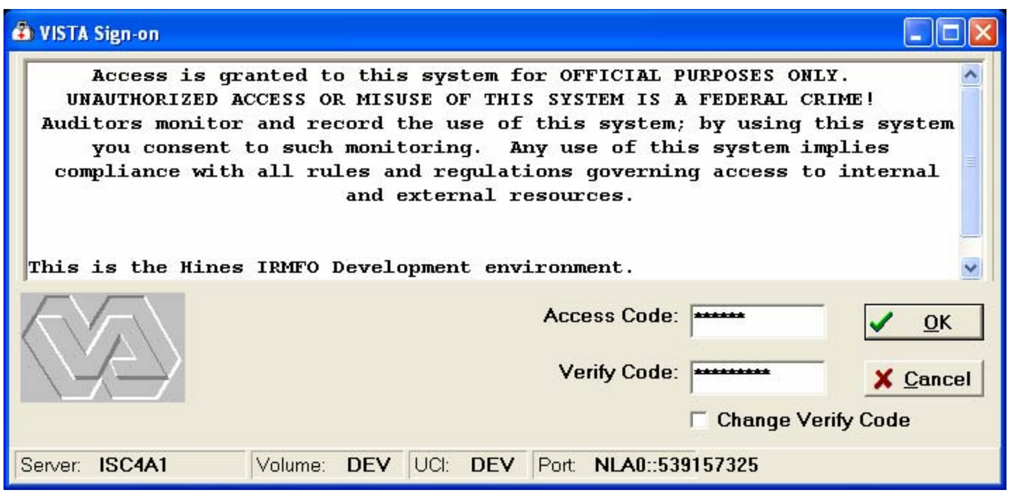
Note: This is the first window if you have only one system to sign on to; otherwise, see the previous page.

VistA Sign-on

To sign on to the VistA system, follow these steps:

Step	Action
1	Double click the **Medical Bag** icon on your desktop to connect.
2	In the **Access Code** box, enter your access code.
3	Press the **<Tab>** key to jump to the **Verify Code** box.
4	In the **Verify Code** box, enter your verify code.
5	Press **<Enter>** or click **OK** to sign on.

VistA Sign-on window



Time-saving Tip

Alternatively, in the access code box you can enter your access code, a semicolon, and your verify code all at once. Then press <**Enter**> or click **OK** to sign on.

Continued on next page

VistA Sign-On Menu

Once you have accessed the **Prosthetics VistA Suite** screen, you can also sign-on to VistA by clicking the **VistA Sign-On** button (in case you were logged off).

Log Off

You can also sign off the **Prosthetics VistA Suite** screen by clicking the **Close** Menu. The following message displays for you to click **OK** to continue or **Cancel** to cancel the log off procedure.

Confirmation Message

Sign-On Properties (Optional)

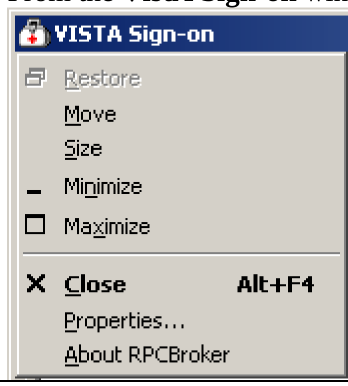
Sign-on Properties

From the **Sign-on** window (shown on Page 18), you can also set **Sign-on Properties** as shown below.

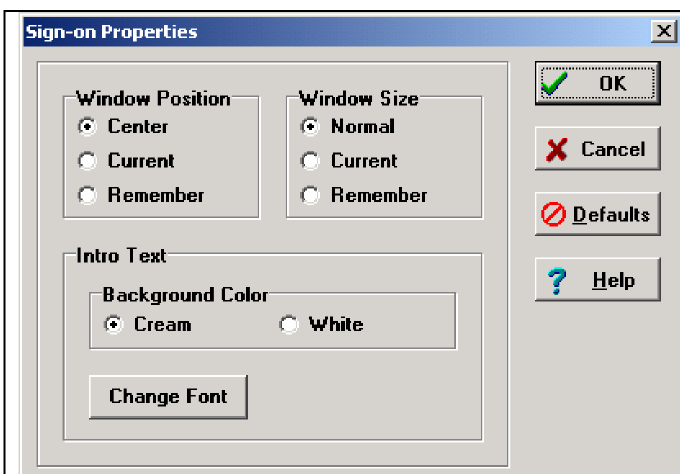
<u>**Recommendation**</u>**:** Do not change the settings. Use this option only if necessary.

Steps

To set sign-on properties, follow these steps:

Step	Action
1	From the **VistA Sign-on** window, click the  icon at the top left corner (to the left of the window title name).
2	From the **VistA Sign-on** window menu, choose the **Properties** option. 
3	Set any individual properties you want to change on the **Sign-on Properties** dialog box, and click **OK** to save those changes.
4	To return the properties to their default values, click the **Defaults** button, and then click **OK** to save that change.

Sign-on Properties window



Note

Sign-on properties that you save will be used for subsequent sign-ons using this workstation.

Continued on next page

Sign-On Properties (Optional), Continued

Window Position

Below are the window positions as they appear on your desktop.

Part	Function
Center (default)	The window will always appear in the center of the screen.
Current	The current position of the window will be saved and used in the future.
Remember	Each time the window is used and closed, it will record its position and open in that same place the next time it is used.

Window Size

Below are the window sizes as they appear on your desktop.

Part	Function
Normal (default)	The size of the window as it was designed. Typically, this is 500 pixels wide by 300 pixels high.
Current	The current size of the window will be saved and used in the future.
Remember	Each time the window is used and closed, it will record its size and open with the same size the next time it is used.

Color and Font

Below are the text background colors and fonts.

Part	Function
Background Color	You can set the background color to Cream or White.
Font	You can choose any font on your system to use for the Introductory Text.

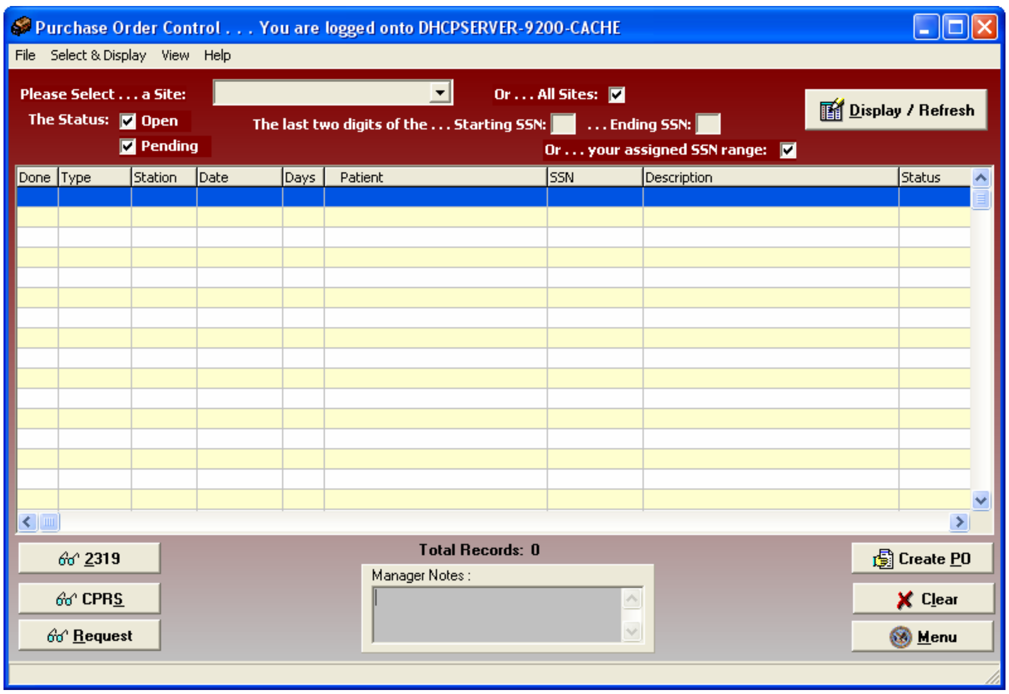
Chapter 3 – Purchase Ordering

The Purchase Order Control Window

Display data

The **Purchase Order Control** window shown below will display consults from the Suspense module that have been entered through CPRS or entered manually. **Open** and **Pending** consults display here for one site or **"All Sites"** as well as a Purchasing Agent's responsible SSN range for patients.

Purchase Order Control window



Manager Notes

The new feature, **Manager Notes** window, displays text-entered notes from a manager that can be displayed to all Purchasing Agents in their group.

Create P.O.

You will create a PO from this window for a specific patient.

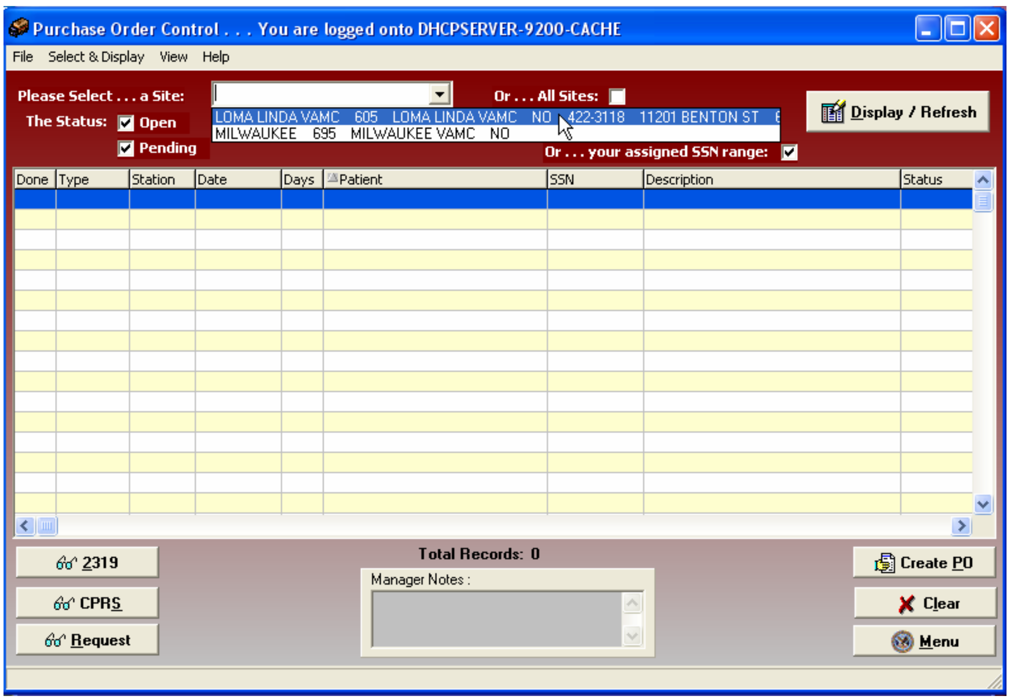
Select a Site and Status

Site field

The first step to view purchasing transactions is to select a Site. There is a drop down list to select a specific site or you can select the **All Sites** checkbox (which is the default setting). The **Site** drop-down arrow may display a list of multiple sites for you to select one. When you click the drop down arrow, the checkmark from the **All Sites** checkbox disappears automatically.

Recommendation: It is strongly recommended that you always select **All Sites** so a consult does not get overlooked.

Purchase Order Control window



CBOC data

If you want to view all available suspense entries/electronic consult orders including Community Based Outpatient Clinics (CBOC) data, click the **All Sites** checkbox instead of selecting your specific site from the **Site** drop-down list box. This ensures that the display will include all sites. For example, the Kenosha, Wisconsin CBOC will not display when the Milwaukee site is selected only. These records display when the **All Sites** checkbox is selected.

Status options

The status selections are **Open** transactions and **Pending** transactions. They are both checked by default, but you can deselect one by clicking on it.

Select an SSN Range

SSN Range

This is a range of patient Social Security Numbers by the last two digits entered in the Starting SSN field and the Ending SSN field. When you enter a range, it will display electronic consults or manual suspense entries within that range.

A Purchasing Agent has two choices when entering SSN ranges:

1. Enter a specific SSN range within your responsible range by entering the Starting SSN and Ending SSN, or

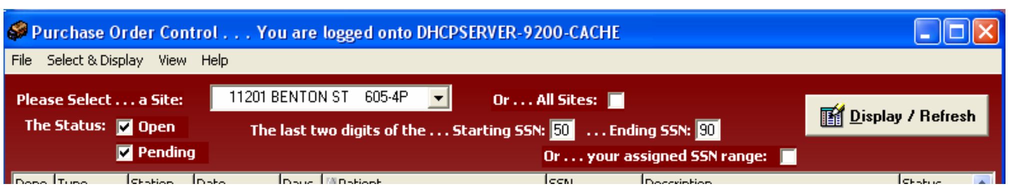
2. Keep the "Or…your assigned SSN range" checkbox checked (which is the default setting).

The SSN range has been entered in the Site Parameters file by employee name. (See Chapter 1: Utilities Menu - Site Parameters File for more information.)

If your workload is categorized by the SSN for a specific Purchasing Agent, then you can display entries that are assigned by one Purchasing Agent at a time.

Note: Enter a range of 00 to 99 to view all Purchasing Agents' SSNs for all patients.

SSN Range or Assigned SSN Range checkboxes



Display Data

Display button

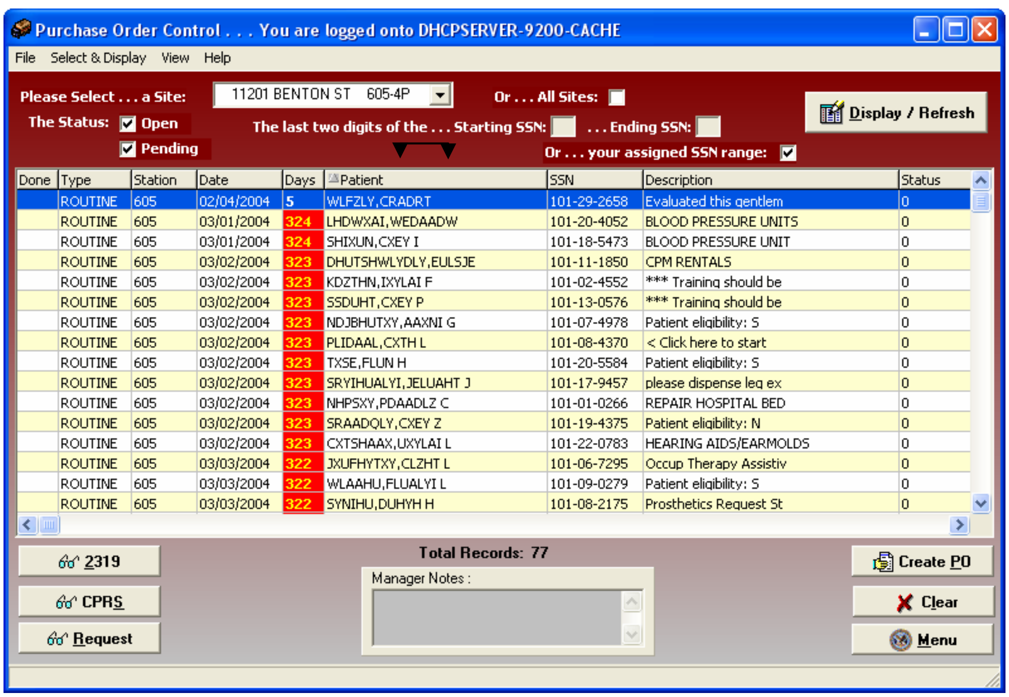
Click the **Display/Refresh** button once you have selected a Site(s), Status and an SSN range. The transactions displayed depend upon what site was selected, whether you have selected **Open** or **Pending** or both statuses as well as the SSN range for the Purchasing Agent.

Data

The data that is displayed includes the following:

- Done
- Type (Routine, Eyeglass, Manual, Contact Lens and Clone)
- Station
- Date (Create date of Suspense entry)
- Days (Number of days the transaction has remained in Open or Pending status)
- Patient
- SSN
- Description (of the transaction)
- Status (Open or Pending)

Purchase Order Control list



Change Data Display

Sizing columns	Columns are sizable on this window, but not movable. To resize a column, you can place the cursor on the column header borderline until you can view the double-headed arrow. Then click and drag the column until it is the size you want.
Column sorting	You can manipulate the layout of the view in the **Purchase Order Control** window for display purposes. The following can be done for column sorting features: • To enlarge a column, click and drag a cell border. • To sort on any column, click on the header to sort it in <u>ascending order</u>. • If you click on the same column again, it will sort it in <u>descending order</u>.
Refresh data	You can click the **Display/Refresh** button to update your window with any new transactions that may have been added into Suspense. If you have changed the sort order, you can refresh your data by clicking the **Display/Refresh** button again. **<u>Note</u>:** Refresh does not reset any column resizing that has been done.
Clear button	You can use the **Clear** button to blank out the window and start over with new display criteria.
Menu button	The **Menu** button returns you to the **Prosthetics Main Menu** window where you can open additional applications at the same time.
2319 button	You can display all eight tabs of 2319 data for a patient from this button.
CPRS button	You can view a CPRS record for a patient from this button.
Request button	You can view a Request (if information is available for that patient) from this button.

View Column Descriptions

Done	The Done column displays a **Yes** after you have created a purchase order with one or more items on it. When you return to the Purchase Order Control window, the **Yes** displays.
Type	The **Type** column displays the type of record - one of the following for the Purchase Order transaction: Manual Suspense entry or Routine Consult (electronic orders via CPRS including Eyeglass, Contact Lens and Home Oxygen orders). Clone is also a type of record that may display.
Station	The Station column displays the Station Number the Purchasing Agent selected.
Date	The **Date** is the date the consult was entered into the Suspense or manual was created in Suspense.
Days	The **Days** column displays the number of days the transaction has remained in Open or Pending status.
Patient	The **Patient** column contains the veteran’s last name, first name. All patient transactions for the requested date range appear for Non-Service Connected (NSC) veterans.
SSN	The **SSN** column displays the patient’s Social Security Number (SSN).
Description	The **Description** column displays the prescription that was entered on the consult or during the manual suspense entry.
Status	The status displays either **Open** or **Pending**. Records with an **Open** status are shown in blue. Pending status transactions are shown in red.

Chapter 4 - Display the 2319

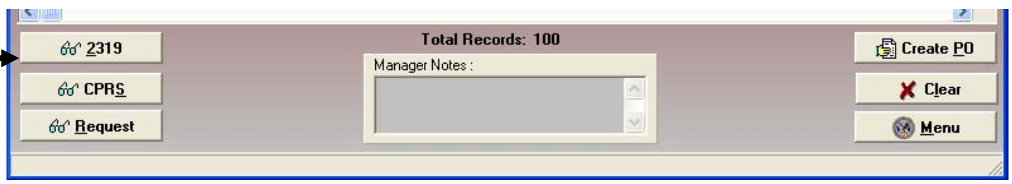
2319 Button

2319 Button

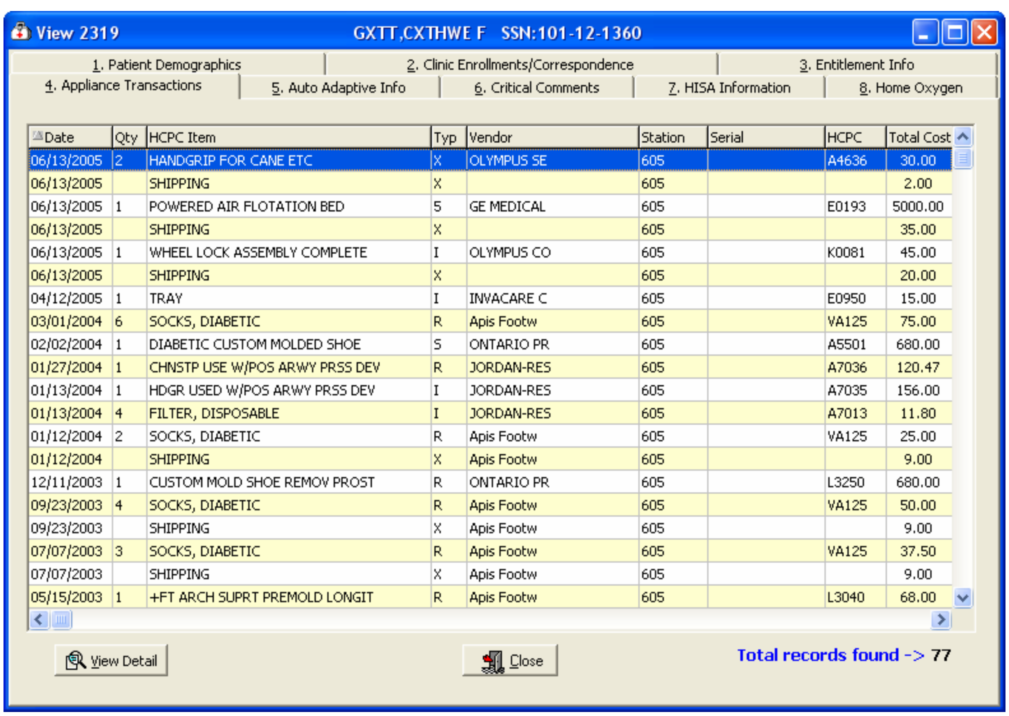
You can click the **2319** button on the **Purchase Order Control** window to display the window as shown below with the following eight tabs:

1. Patient Demographics
2. Clinic Enrollments/Correspondence
3. Entitlement Info (not available)
4. Appliance Transaction
5. Auto Adaptive Info (not available)
6. Critical Comments
7. HISA Information
8. Home Oxygen

2319 button



View 2319 window



Exit

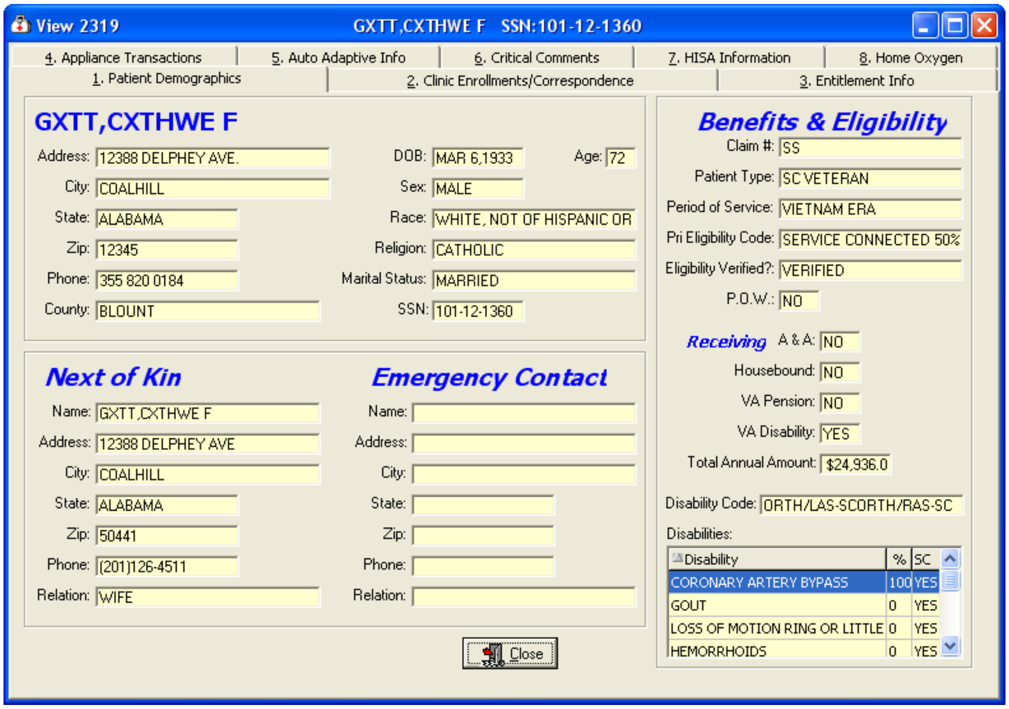
To exit, click the **Close** button or the [X] button in the top right-hand corner.

View 2319 – Patient Demographics (Tab 1)

Tab 1

You can view the **Patient Demographics (Tab 1)** for a patient that includes benefits, eligibility, next of kin, emergency contact info if available, and disabilities.

Patient Demographics



Close button

To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

Demographics data

You can view the patient demographics for the veteran.

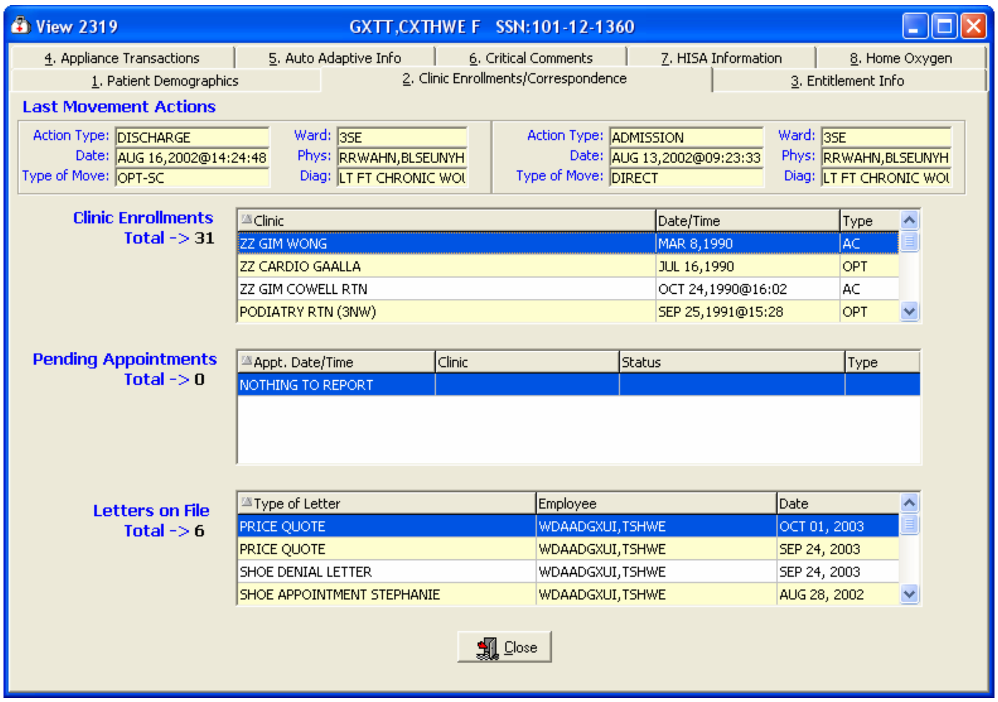
This includes: Name (in red if deceased with Date of Death listed above the Date of Birth and the age field will not display), address, next of kin, emergency contact information, veteran benefits and eligibility (former Prisoner of War (highlighted in blue if "Yes"), Aid & Attendance, service connected, non-service connected, etc.).

View 2319 – Clinic Enrollments/Correspondence (Tab 2)

Tab 2

You can view the **Clinic Enrollments/Correspondence** window that includes last movement actions, clinic enrollments, pending appointments, and letters on file

Clinic Enrollments/ Correspondence



Close button

To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

Description

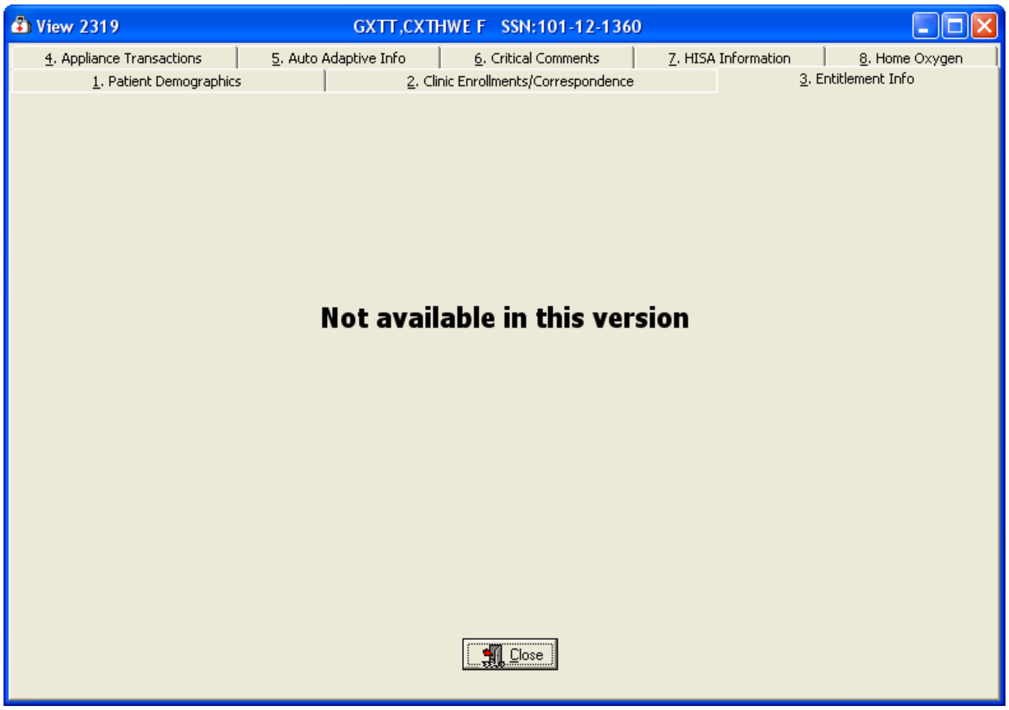
This second tab details clinic enrollments and correspondence for the veteran. This includes the following: the last movement actions (i.e., hospital admissions and discharges), clinic enrollments, pending appointments and correspondence letters.

View 2319 – Entitlement Info (Tab 3)

Tab 3

The **Entitlement Info (Tab 3)** is not available in this version of the Prosthetics application. This tab details entitlement and loan information for the veteran. This includes the following: PSC Issue Card, clothing allowance, items on loan, and items returned.

Entitlement Info



Close button

To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

View 2319 – Appliance Transactions (Tab 4)

Tab 4

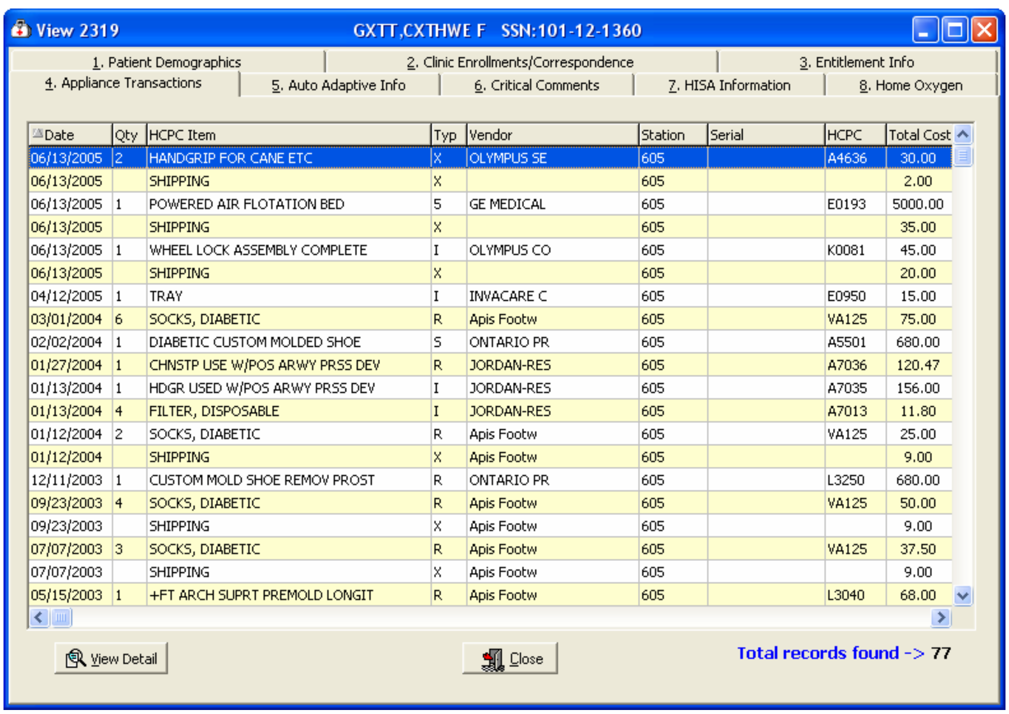
The **Appliance Transactions (Tab 4)** window displays the following information:

- Date (this is the date of the PO)
- Quantity
- Item
- Type
- Vendor
- Station
- Serial
- HCPC
- Total Cost

You can click the **View Detail** button to display the **Appliance Transaction Detail** window including Appliance Item detail, IFCAP vendor, costs, and an extended description. See next page. The total records found displays at the bottom.

Note: Columns are re-sizable on this window (not movable).

Appliance Transactions



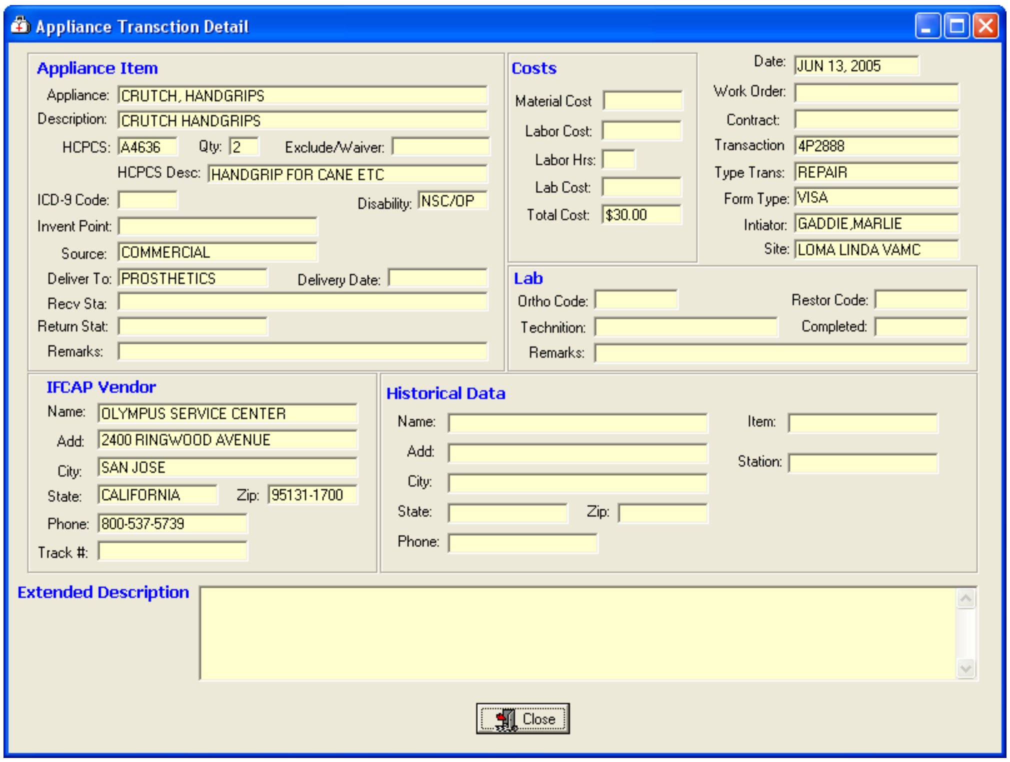
Date	Qty	HCPC Item	Typ	Vendor	Station	Serial	HCPC	Total Cost
06/13/2005	2	HANDGRIP FOR CANE ETC	X	OLYMPUS SE	605		A4636	30.00
06/13/2005		SHIPPING	X		605			2.00
06/13/2005	1	POWERED AIR FLOTATION BED	5	GE MEDICAL	605		E0193	5000.00
06/13/2005		SHIPPING	X		605			35.00
06/13/2005	1	WHEEL LOCK ASSEMBLY COMPLETE	I	OLYMPUS CO	605		K0081	45.00
06/13/2005		SHIPPING	X		605			20.00
04/12/2005	1	TRAY	I	INVACARE C	605		E0950	15.00
03/01/2004	6	SOCKS, DIABETIC	R	Apis Footw	605		VA125	75.00
02/02/2004	1	DIABETIC CUSTOM MOLDED SHOE	S	ONTARIO PR	605		A5501	680.00
01/27/2004	1	CHNSTP USE W/POS ARWY PRSS DEV	R	JORDAN-RES	605		A7036	120.47
01/13/2004	1	HDGR USED W/POS ARWY PRSS DEV	I	JORDAN-RES	605		A7035	156.00
01/13/2004	4	FILTER, DISPOSABLE	I	JORDAN-RES	605		A7013	11.80
01/12/2004	2	SOCKS, DIABETIC	R	Apis Footw	605		VA125	25.00
01/12/2004		SHIPPING	X	Apis Footw	605			9.00
12/11/2003	1	CUSTOM MOLD SHOE REMOV PROST	R	ONTARIO PR	605		L3250	680.00
09/23/2003	4	SOCKS, DIABETIC	R	Apis Footw	605		VA125	50.00
09/23/2003		SHIPPING	X	Apis Footw	605			9.00
07/07/2003	3	SOCKS, DIABETIC	R	Apis Footw	605		VA125	37.50
07/07/2003		SHIPPING	X	Apis Footw	605			9.00
05/15/2003	1	+FT ARCH SUPRT PREMOLD LONGIT	R	Apis Footw	605		L3040	68.00

Continued on next page

View Detail

When you select a record and click the **View Detail** button, the **Appliance Transaction Detail** window displays as shown below.

Appliance Transaction Detail



Close button

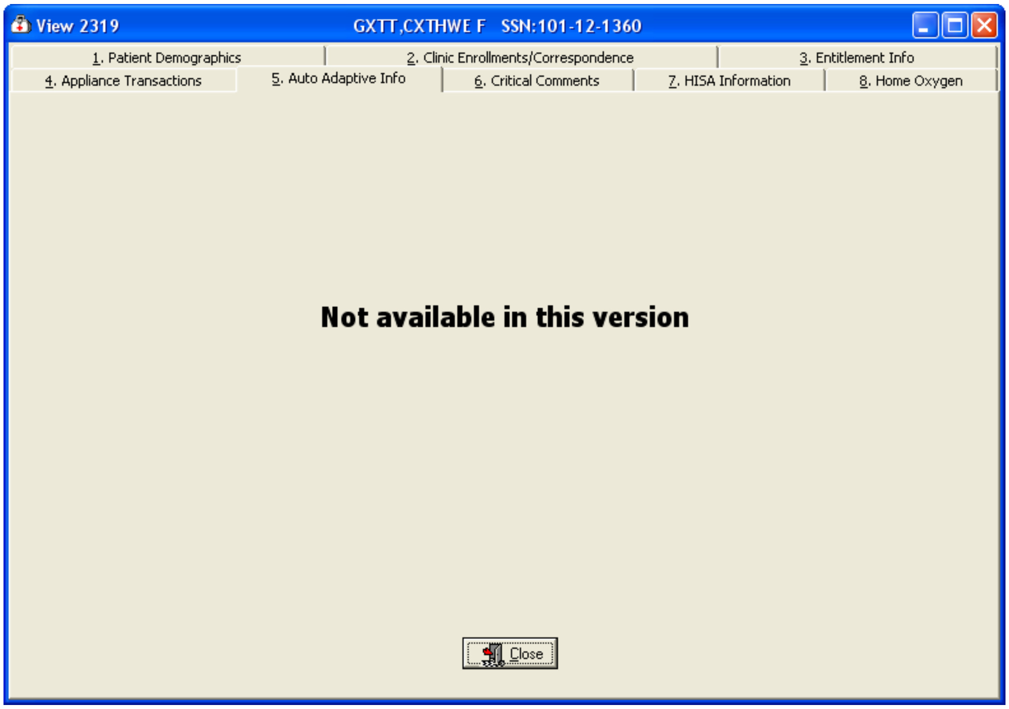
To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

View 2319 – Auto Adaptive Info (Tab 5)

Tab 5

The **Auto Adaptive Info (Tab 5)** is not available in this version of the Prosthetics application.

Auto Adaptive Info



Close button

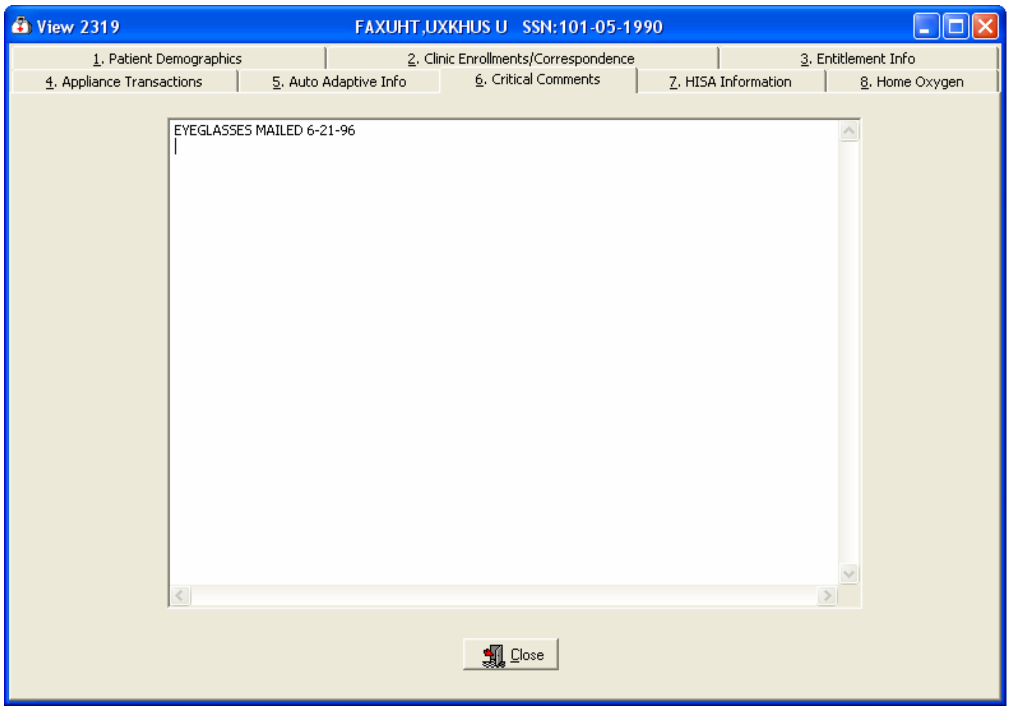
To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

View 2319 – Critical Comments (Tab 6)

Tab 6

You can view comments in the **Critical Comments (Tab 6)** window as shown below.

Critical Comments window



Close button

Click the **Close** button to exit the **Critical Comments** window return to the main **Purchase Order Control** window.

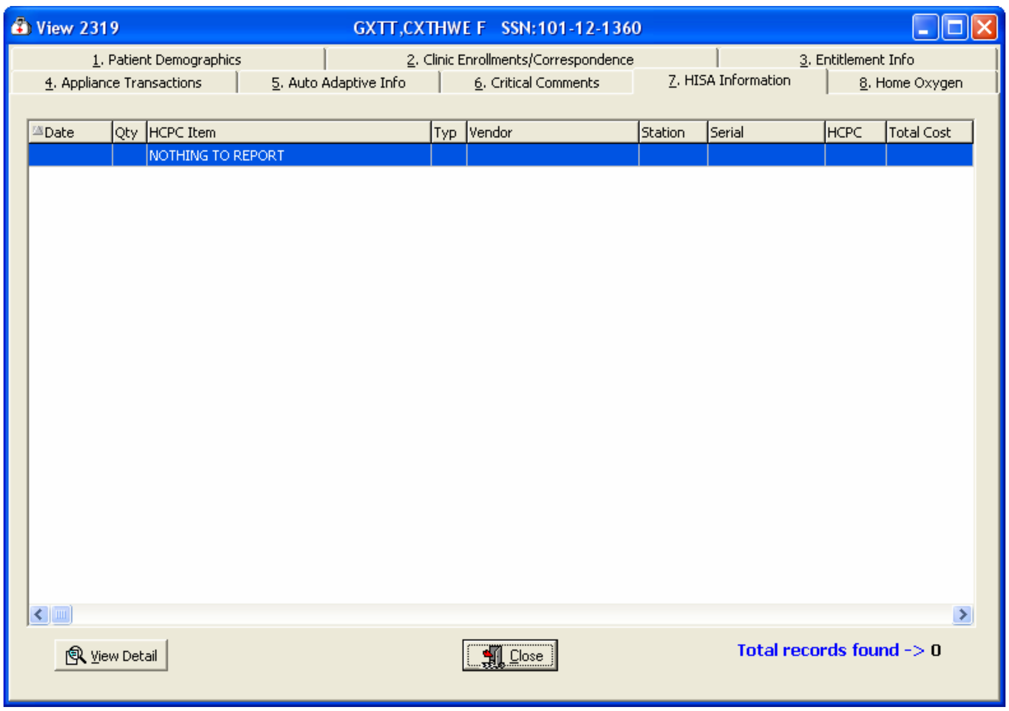
View 2319 – HISA Information (Tab 7)

Tab 7

On the **HISA Information (Tab 7)** window, if there is no data for a specific patient, it will state that there is “nothing to report.”

This tab details the HISA (Home Improvement Structural Alteration) information including the date, quantity, item, type, vendor, station number, serial, HCPCS Code and cost of the item ordered.

HISA Information



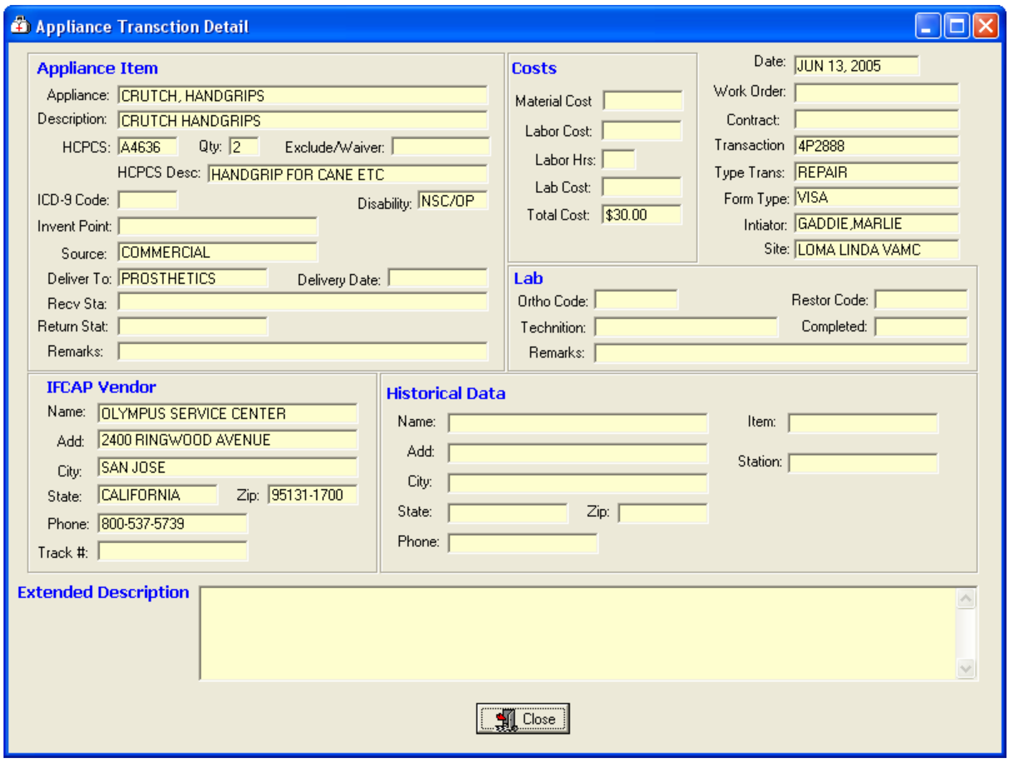
Continued on next page

View 2319 – HISA Information (Tab 7), Continued

View Detail

When you select a record and click the **View Detail** button, the **Appliance Transaction Detail** window displays as shown below.

Appliance Transaction Detail



Close button

To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

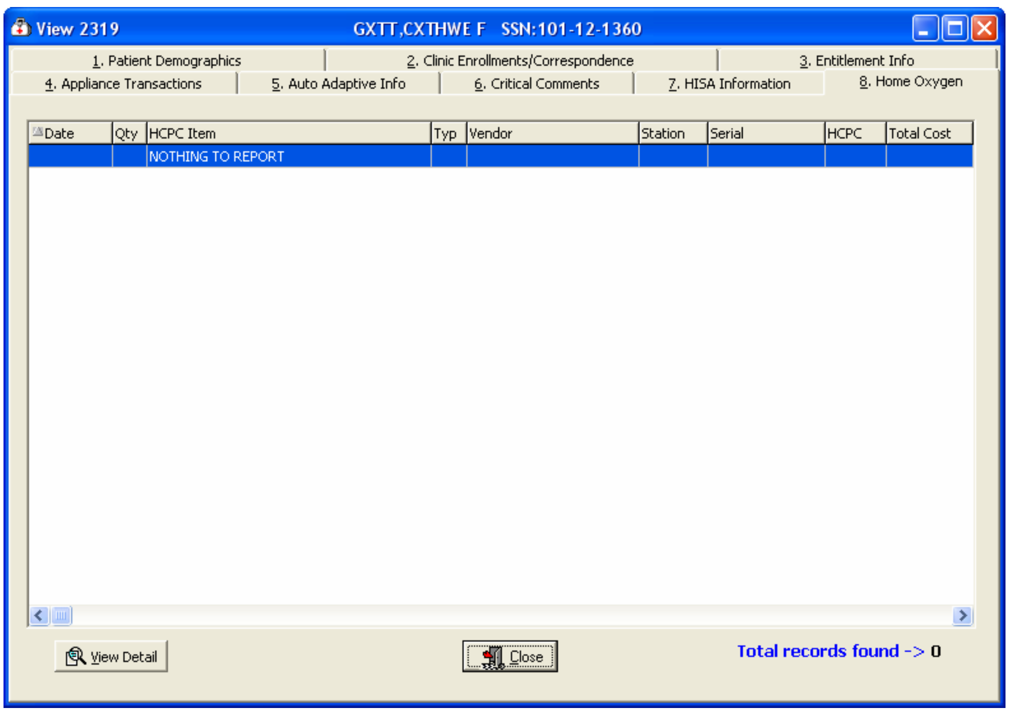
View 2319 – Home Oxygen (Tab 8)

Tab 8

The **Home Oxygen (Tab 8)** window displays the following information:

- Date
- Quantity
- Item
- Type
- Vendor
- Station
- Serial
- HCPC
- Total Cost

Home Oxygen



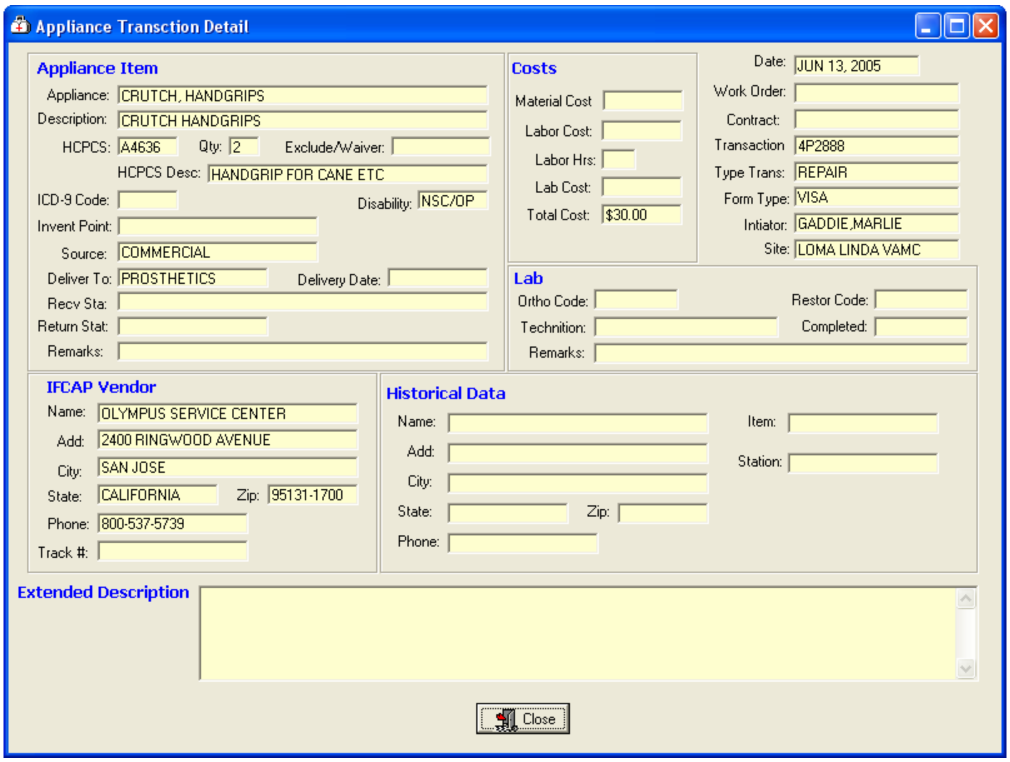
Continued on next page

View 2319 – Home Oxygen (Tab 8), Continued

View Detail

When you select a record and click the **View Detail** button, the **Appliance Transaction Detail** window displays as shown below.

Appliance Transaction Detail



Close button

To close this window and return to the main **Purchase Order Control** window, click the **Close** button.

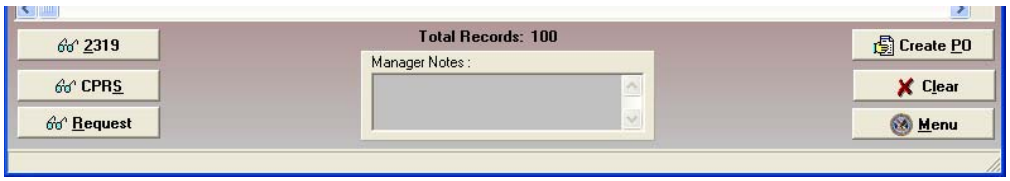
Chapter 5 - View a CPRS Record

CPRS Button

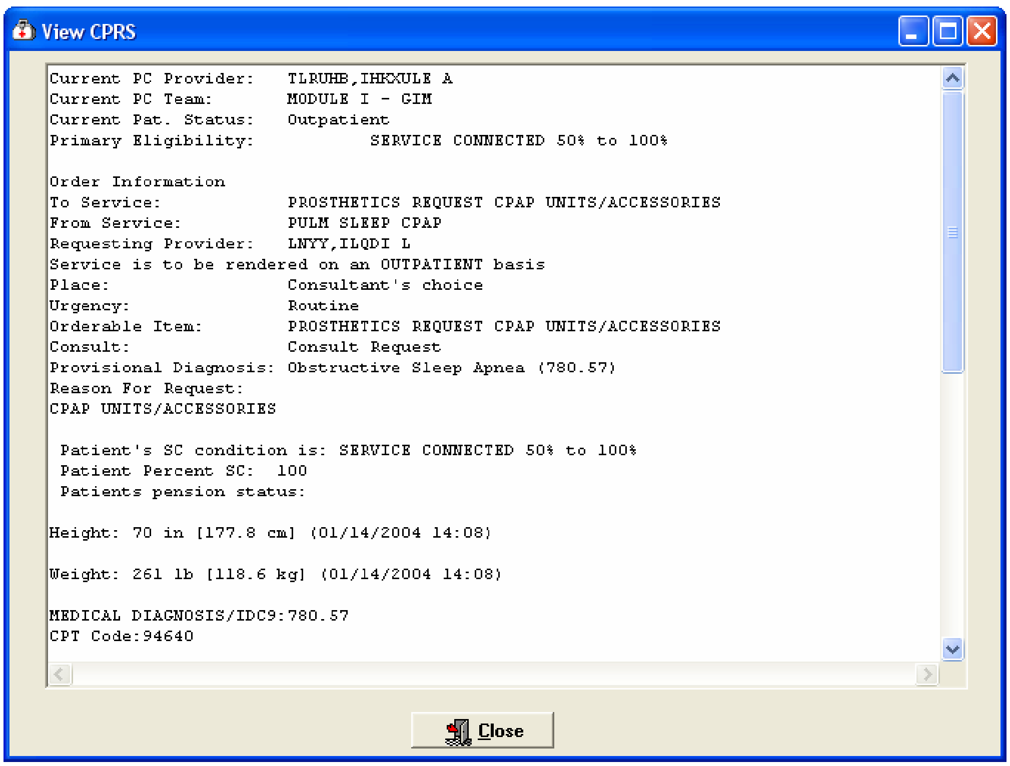
CPRS

From the **CPRS** button on the main **Purchase Order Control** window, the **View CPRS** window displays if information is available.

CPRS button



CPRS Record



Close button

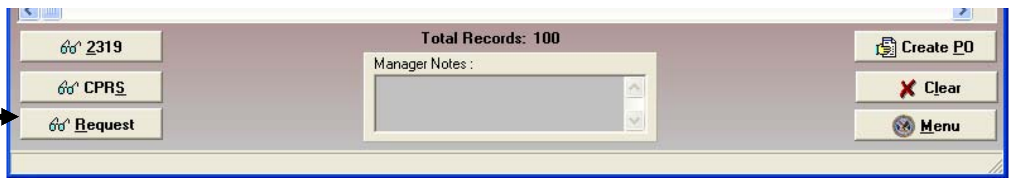
To exit the **View CPRS** window, click the **Close** button to return to the **Purchase Order Control** window.

Chapter 6 - View a Request

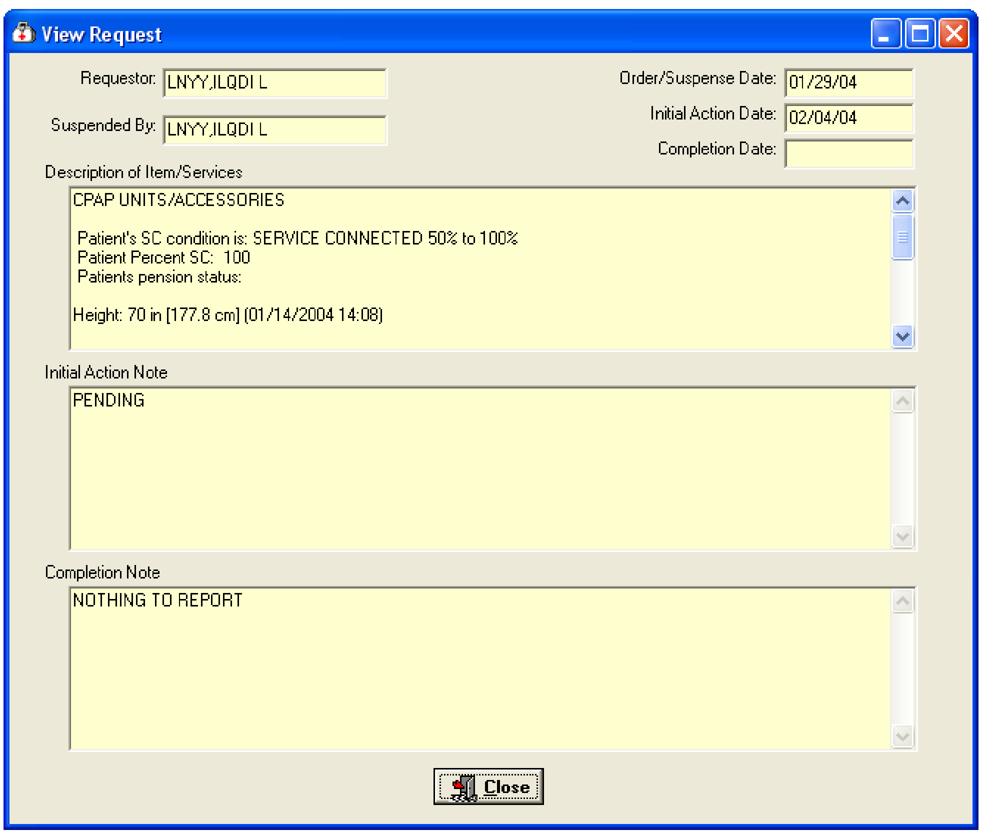
Request Button

Request button From the **Request** button on the main **Purchase Order Control** window, the **View Request** window displays if information is available including description of the item/service, Order/Suspense date, Initial Action and/or Completion date if applicable, and Initial Action or Completion note if available.

Request button



View Request window



Close button To exit the **View Request** window, click the **Close** button to return to the **Purchase Order Control** window.

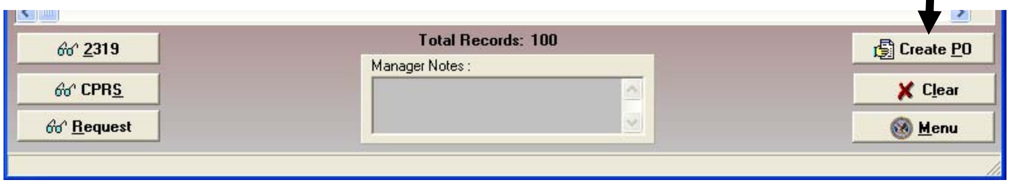
Chapter 7 - Purchase Order Creation

Create a P.O.

First step

Select a patient from the **Purchase Order Control** window. Check Eligibility for the patient on the 2319, and check to see if there are any duplicate orders in Appliance Transactions on the 2319. Then proceed to click the **Create P.O.** button.

Request button



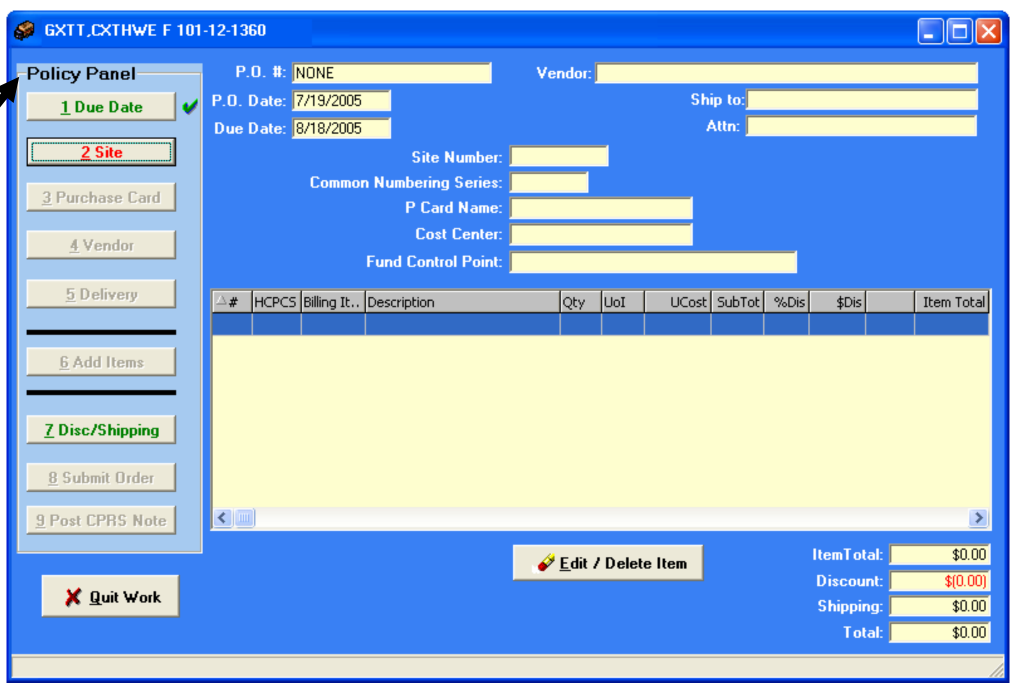
Create P.O. button

The **Purchase Order** window displays a two-panel window as shown below.

- The left-side panel is the **Policy Panel**. This panel has buttons that will display additional pop-up windows for you to enter and display additional purchase order information.
- The right-side is the **Purchase Order** window**.** It contains the patient name and SSN in the title bar.

Two-panel Purchase Order window

Policy Panel



Continued on next page

CPRS and Request

You can also review the CPRS and the Request buttons for a patient before creating a PO to update yourself on the patient.

More about the Policy Panel

You begin the PO process by clicking each button on the **Policy Panel** in order. If a button has green text, it is not required to click it (i.e., **Due Date** button and possibly the **Site** button) but you can click it to change the default data. If a button has red text, then it is a required button, and you must click it or you will not be able to proceed to the next button on the list in the **Policy Panel**.

Note: The **Site** button already has a check in the checkbox in this example (because a **Site** was selected before displaying transactions on the previous window). You can change the default **Site** by clicking the button. The **Due Date** does not have a checkbox and has a default setting of 30 days from the current date. You only need to check it if you want to change the **Due Date** setting.

As you click each button on the **Policy Panel** and fill in information in the pop-up window that displays, the fields in the **Purchase Order** window will automatically populate with the data you entered in the corresponding pop-up window.

Once you select a button on the **Policy Panel**, notice the checkbox in the **Policy Panel** next to a button is automatically checked. This tracks which buttons you have completed in the PO creation process.

Purchasing Order window fields

The fields within the **Purchase Order** window are populated in the order of the buttons on the Policy Panel. As you click each button, a pop-up window displays allowing you to enter data that will automatically fill in the fields on the **Purchase Order** window.

Select a Due Date

First Step on Policy Panel

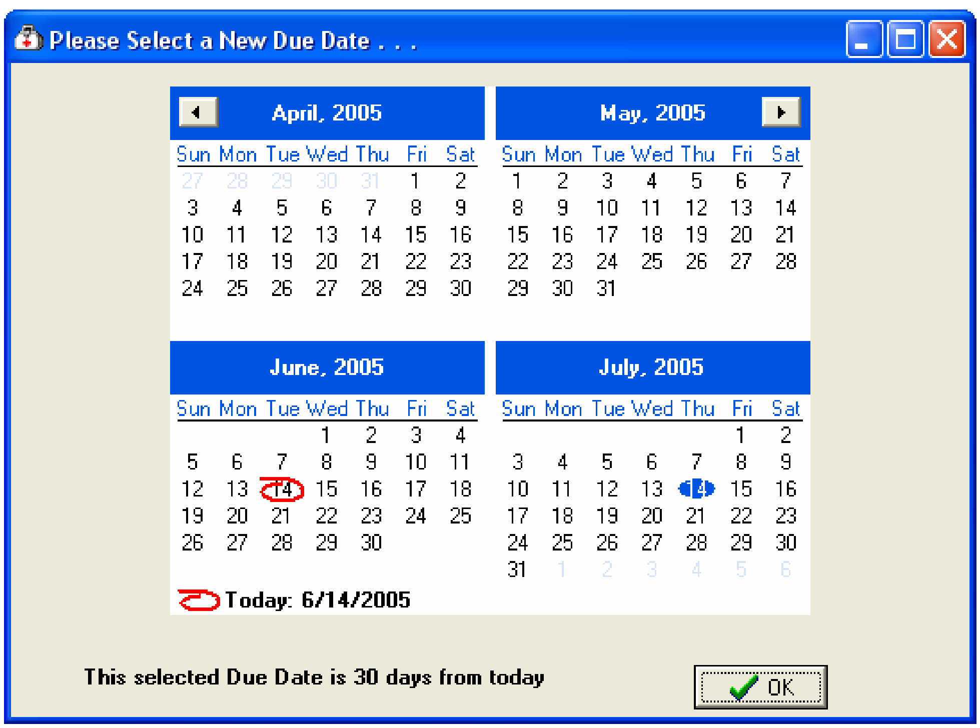
Click the **Due Date** button on the **Policy Panel if you want to change the default of 30 days from the current date. You do not need to click this button if you want to keep the 30 day default**. If you click the **Due Date** button, the four calendars appear below for you to select a new due date if necessary.

Selecting a due date

The calendars display with the current date circled in red shown at the bottom of the calendar. You can accept the current date by clicking **OK**. You can also change the date by the following methods:

Change the…	Description
Day	Click on the actual day of the week in the calendar. You must select the current date or a date in the future.
Month	Click on the month at the top of the calendar to display a list of all months and select one from there. You can decrease or increase one month at a time by clicking the left or right arrows.
Year	Click on the year and an up and down arrow button displays for you to increase or decrease the year.

Calendars



Select a Site

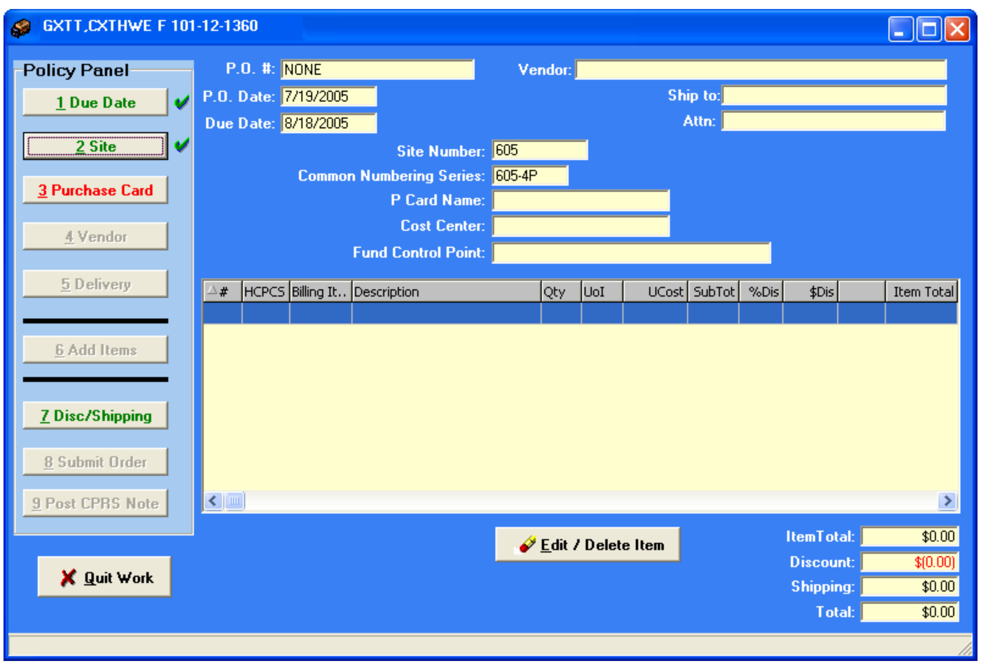
Select a Site

Click the **Site** button on the **Policy Panel**. You can click the drop-down arrow to select a site. Click **OK** to display the data on the **Purchase Order Control** window. Notice that a green checkmark displays next to the **Site** button once you have selected an option.

Note: The **Common Numbering Series** field comes from the Site Parameters file and automatically displays when you select a Site. You can now select a different numbering series, if that is how your site is organized.

Site

Site ID and Common Numbering Series fields



Checkmarks

When a checkmark appears next to a button, this tracks which buttons you have completed in the PO creation process.

Add/Edit Patient option

If you select a patient that is not in the Prosthetics Patient File, a message displays to inform you that you are unable to continue. Click **OK** to clear the message. Please use the **Add/Edit Patient (AP)** option to add the patient to Prosthetics.

Select a Purchase Card

Purchase Card button

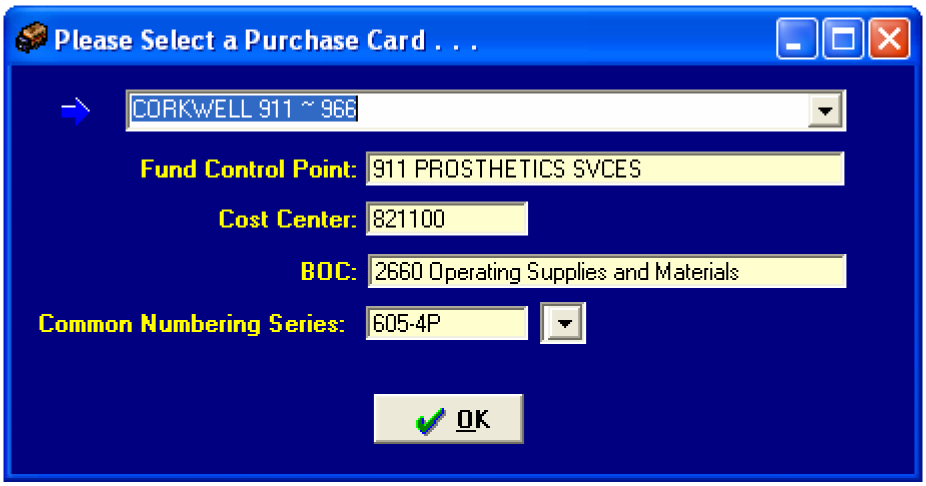
Select a purchase card by clicking the **Purchase Card** button on the **Policy Panel**.

The **Please Select a Purchase Card** pop-up window displays. Click the drop down arrow to display a list and select one. Click **Ok.**

The window disappears and the data is populated in the **Purchase Order Control** window based on your selection for the Purchase Card number, Fund Control Point and Cost Center.

Note: Notice that a checkmark displays next to the **Purchase Card** button.

Select a Purchase Card

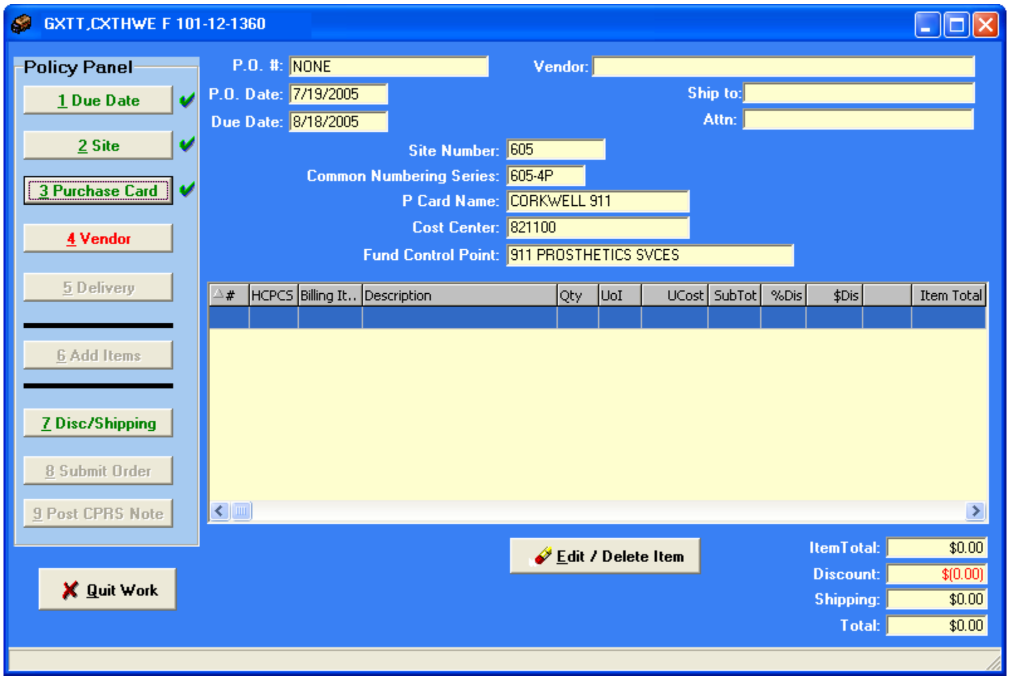


Cost Center button

The Cost Center is already populated for you when you select a Purchase Card.

Cost Center is uneditable.

P Card # / Fund Control Point / Cost Center



Cost Center

Cost Center button	The Cost Center is already populated for you when you select a Site. Cost Center is uneditable.

Select a Vendor

Vendor field

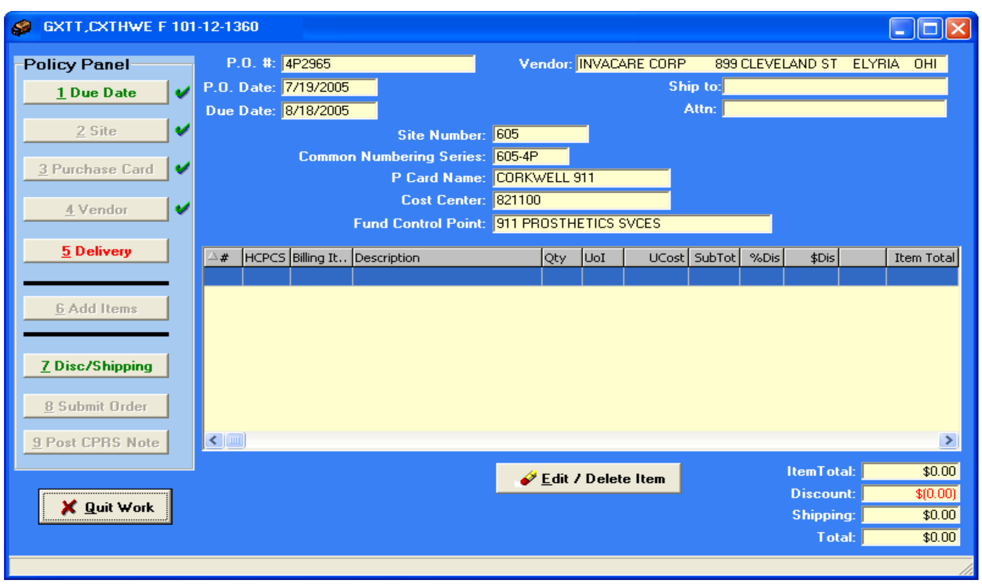
Click the **Vendor** button on the **Policy Panel**. Enter a partial spelling (minimum of three characters) of a Vendor and click the drop-down arrow to select one beginning with the criteria that you entered. Click **OK** to accept it. After the vendor is selected the following fields cannot be changed: Site, Purchase Card and Vendor.

Warning Message: If you enter a partial spelling search that is not descriptive enough, a warning message dialog box will display.

Partial Spelling Search

Vendor list

Vendor field



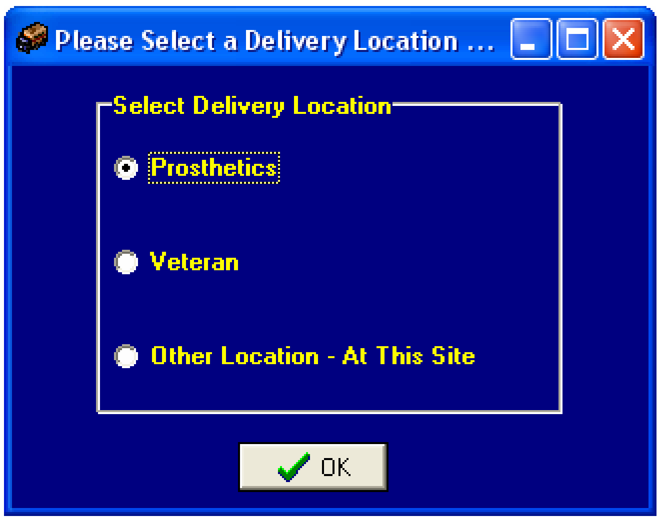
Select the Delivery Method

Delivery locations

Click the **Delivery** button on the **Policy Panel**. There are three delivery location options including: **Prosthetics**, **Veteran**, and an **Other Location - At This Site** option, which is a new option with Patch RMPR*3*90.

Note: If you choose the **Other Location- At This Site** option, another pop-up window displays as shown below.

Select a Delivery Location

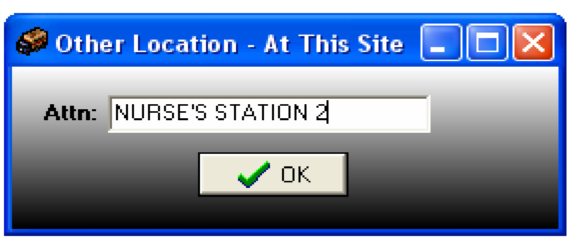


Other Location

You can enter a free-text description in the blank field (with a maximum of 50 characters) on the **Other Location – At This Site** pop-up window which is a new feature with this patch. This helps warehouse employees to determine a delivery location.

Note: This information does not print on a hard copy printout.

Other Location



Next Step

Click **OK** to return to the **Purchase Order Control** window and select the next button on the **Policy Panel**.

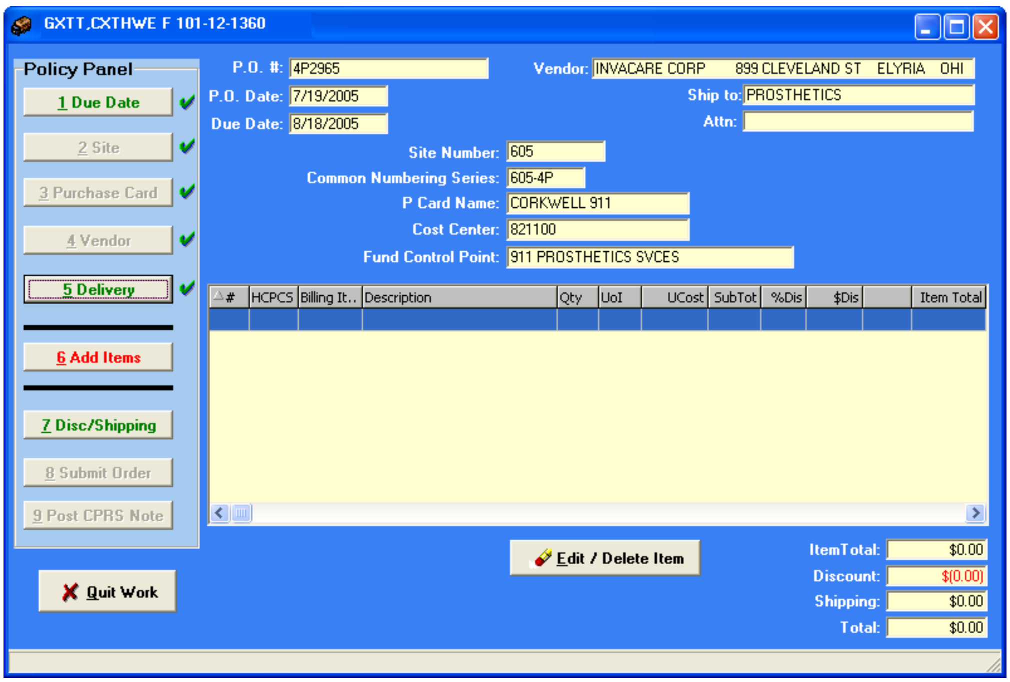
Chapter 8 - Add Item(s) to the Purchase Order

Add Items Button

Purchase Order Items

When you click the **Add Items** button on the **Policy Panel**, the **Purchase Order** window displays as shown below. The Purchase Order number, patient's name and SSN display at the top. This window provides multiple steps to add information when adding one or multiple items to the Purchase Order.

Add Items button



Continued on next page

Add Items Button, Continued

First Step

On the Purchase Order window, you MUST select a **Type of Transaction** as either **New/Replace**, **Service/Repair** or **Rental Item.**

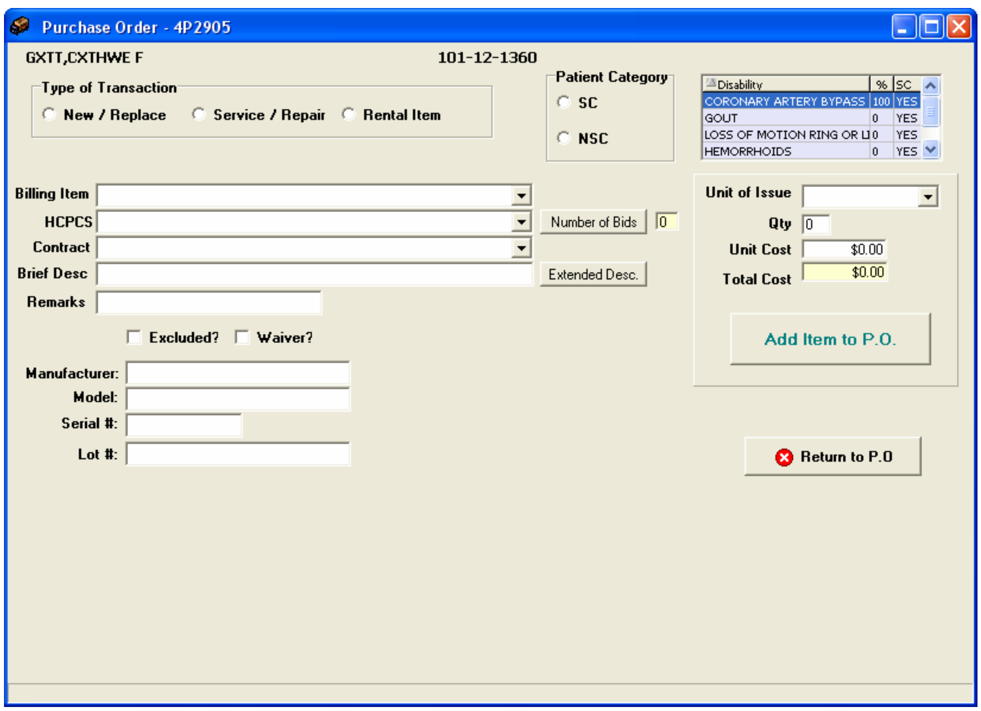
Note: These three transactions types have been consolidated from four types with this patch.

Second Step

The **Patient Category** (**SC** or **NSC**) radio buttons are displayed. This is an enhanced feature with this patch that has been consolidated into two options. You MUST select either: **SC** (Service Connected) or **NSC** (Non Service Connected).

Note: If there is a SC Disability, it will be shown in the box at the top. There is no additional selection of eligibility for the Special Category used any longer.

Create PO window



Note: You can use the **Tab** key to tab from one field to the next on this window. You can also use the spacebar to check a checkbox.

Continued on next page

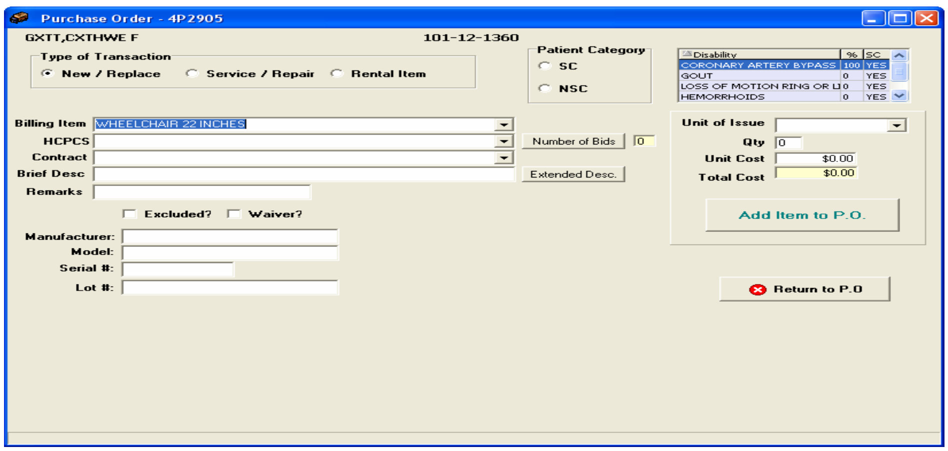
Add Items Button, Continued

Billing Item

You can select the **Billing Item** by entering partial spelling search criteria with a minimum of three characters. You MUST enter a partial spelling to begin your search. Once you type the initial search value, you can click on the drop-down arrow and a list will display. From this list, you can scroll to select an option.

Note: This billing information does not display on the 2319 nor does it print on the Purchase Order. It is only for billing purposes.

Purchase Order window



HCPCS Criteria Search

You MUST enter a partial spelling of the **HCPCS** Description (or HCPCS code or synonym) to begin your search. Once you type an initial search value, you can then click on the drop-down arrow and a list will display. From this list, you can scroll to select an option. If you know the code, you can enter the entire HCPCS code.

Note: The search criteria must be for a valid HCPCS code.

Number of Bids

Click **Number of Bids** to enter a bid on this item. The maximum number of bids on an item is 3. For certain HCPCS (e.g., HISAS, HISAN), this window will automatically open for your selection. It should be used whenever you receive a bid for a prosthetic item.

Contract

You can select the **Contract** information by clicking the drop down arrow to begin your search. Once you type an initial search value, you can then click on the drop-down arrow and a list will display. From this list, you can scroll to select an option.

Note: The Contract information is tied to the Vendor in the **Vendor** file and will display according to the Vendor that was selected.

Continued on next page

Add Items Button, Continued

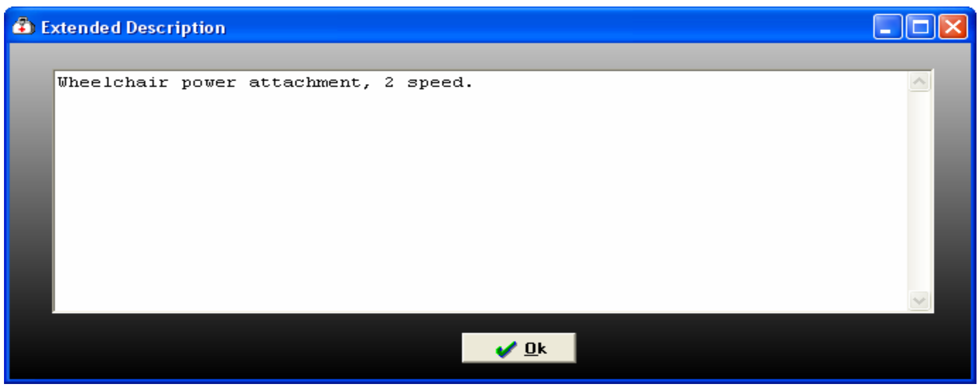
Brief Description

You can enter a **Brief Description** in the free-text field (with a maximum of 60 characters) which prints on the purchase order.   You can also (optionally) add free-text Remarks. If you would like to enter an extended description, click the **Extended Description** button. See below for more information.

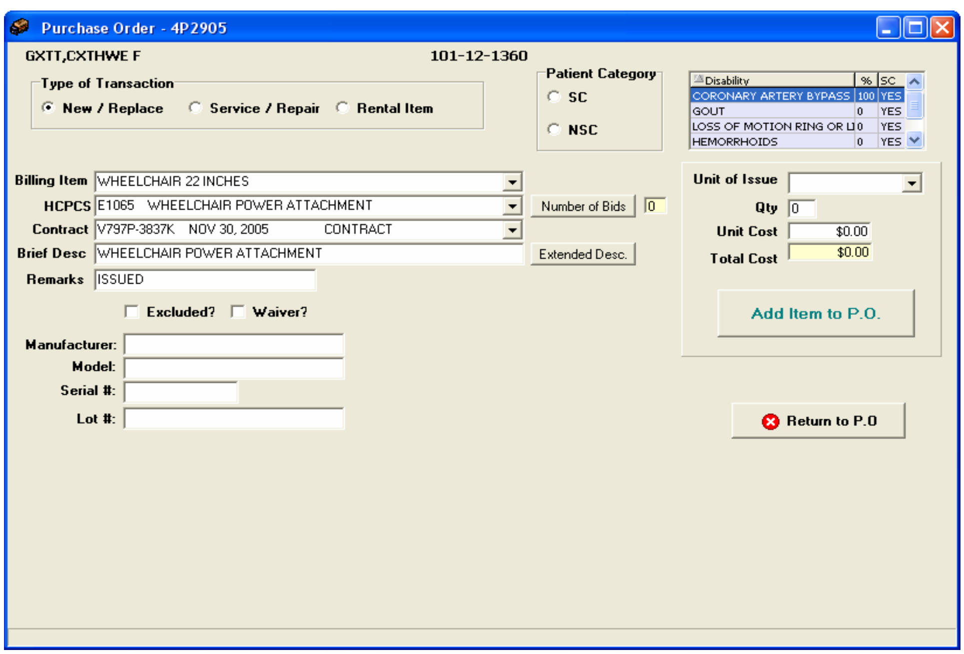
Extended Description

Notice as the **Extended Description** window shows below that you can type in a free-text extended description (of unlimited maximum number of characters). This information appears on the printed PO.

Extended Description



Purchase Order



Continued on next page

Remarks

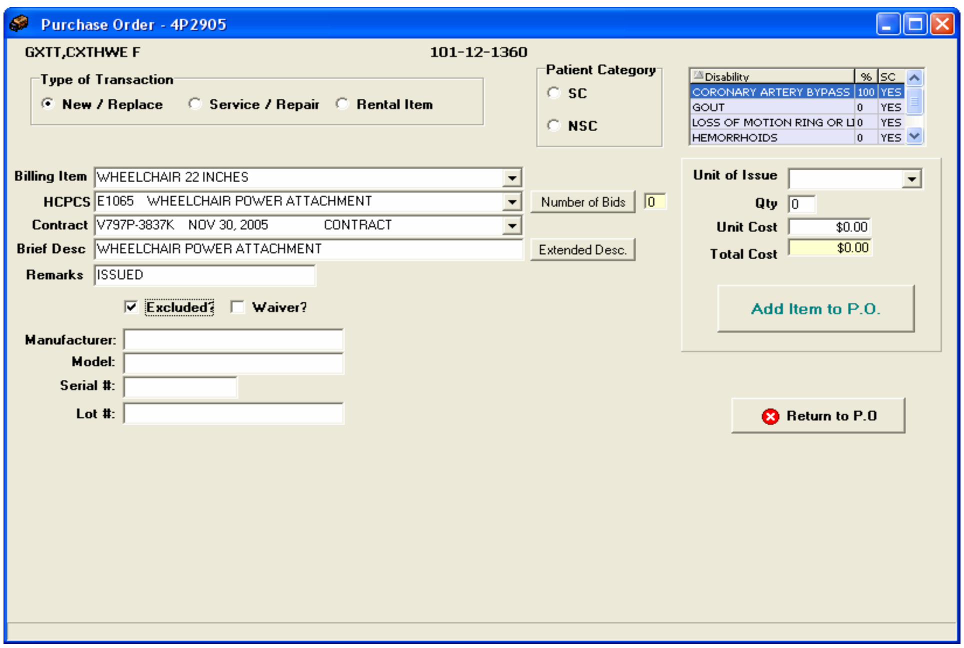
You can enter free-text information up to a maximum of 30 characters in the Remarks field.

Extended and Waiver

There are two NEW prompts shown below. You can click in the checkboxes if the item is considered excluded or has a waiver. (You can also use the spacebar to select one of the checkboxes after using the **Tab** key.)

If you forget to select the **Excluded** or **Waiver** checkboxes in the creation of the PO, you can go into the Roll and Scroll **Enter Waiver or Excluded Notice (EW)** option and enter the information afterwards.

Purchase Order



Optional fields

The following fields are optional:

- Manufacturer (with a maximum of 30 characters)
- Model (with a maximum of 30 characters)
- Serial # (with a maximum of 15 characters)
- Lot # (with a maximum of 30 characters)

This information prints on the Purchase Order.

Continued on next page

Add Items Button, Continued

Unit of Issue

You can select a **Unit of Issue** from a drop-down selection list. Enter a partial spelling search of one character minimum.

Qty and Cost

You can enter the **Quantity** and **Unit Cost** of the item you are adding to the Purchase Order. Notice that the **Total Cost** will be calculated automatically for you when you click in that field. You can also use the **Tab** key to view the Total Cost.

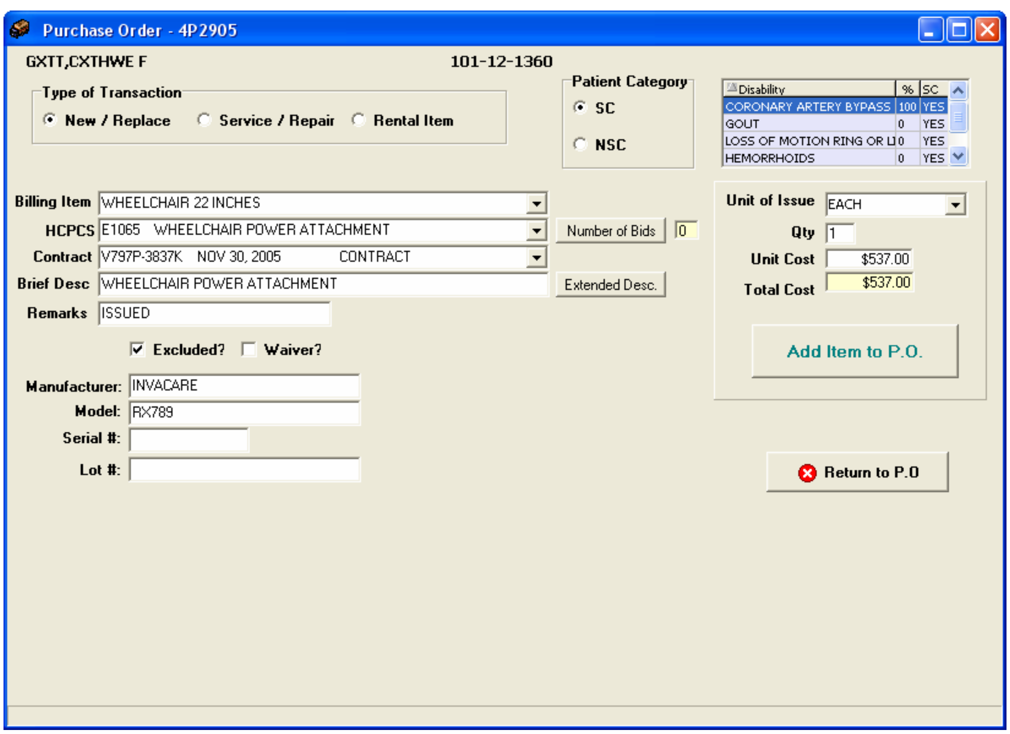
Add Item to PO button – REQUIRED!!

REQUIRED: Once you have entered all the correct information for the Item, you **MUST** click the **Add Item to P.O.** button. This button will appear double lined or highlighted to remind you to click it.

The information disappears from this **Purchase Order** window to allow you to add more items if necessary.

WARNING: If you click the **Return to P.O.** button before you click the **Add Items to P.O.** button, you will LOSE all the data that you have entered for that specific item.

Purchase Order



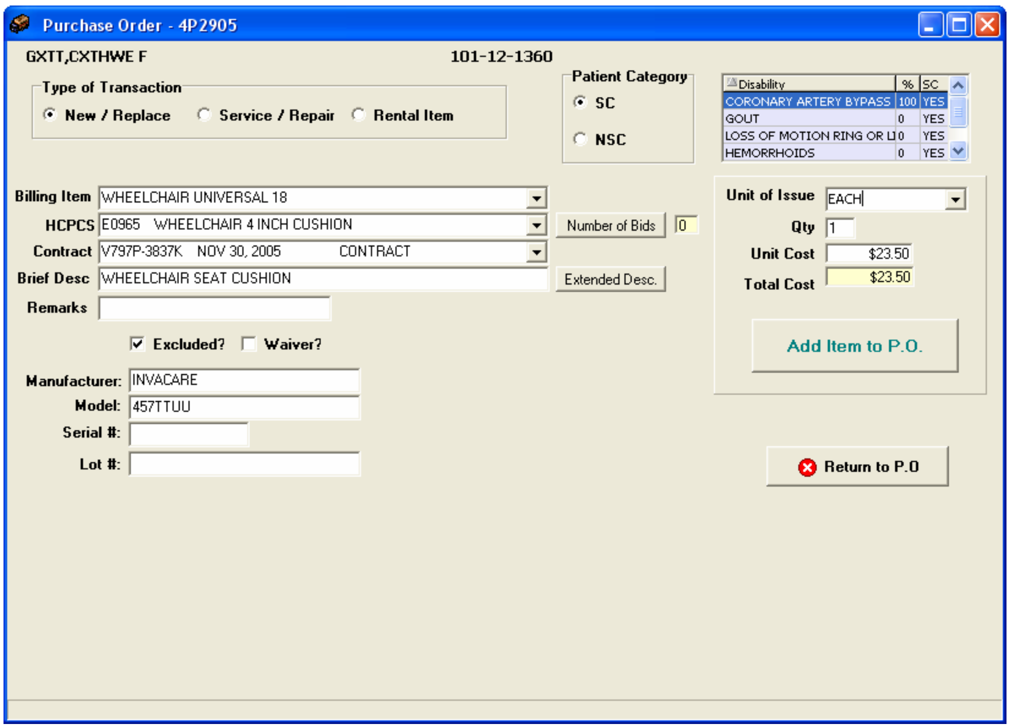
Return to P.O. Button

Return to P.O. button

After you click the **Add Item to P.O.** button for all the items you want to add to this Purchase Order, then click the **Return to P.O.** button. The **Purchase Order Control** window displays where you can verify that the item(s) has been added to the Purchase Order.

Warning: Do NOT click the **Return to P.O.** button before the **Add Item to P.O.** button as the data will disappear and you will have to re-enter it.

Return to P.O. button



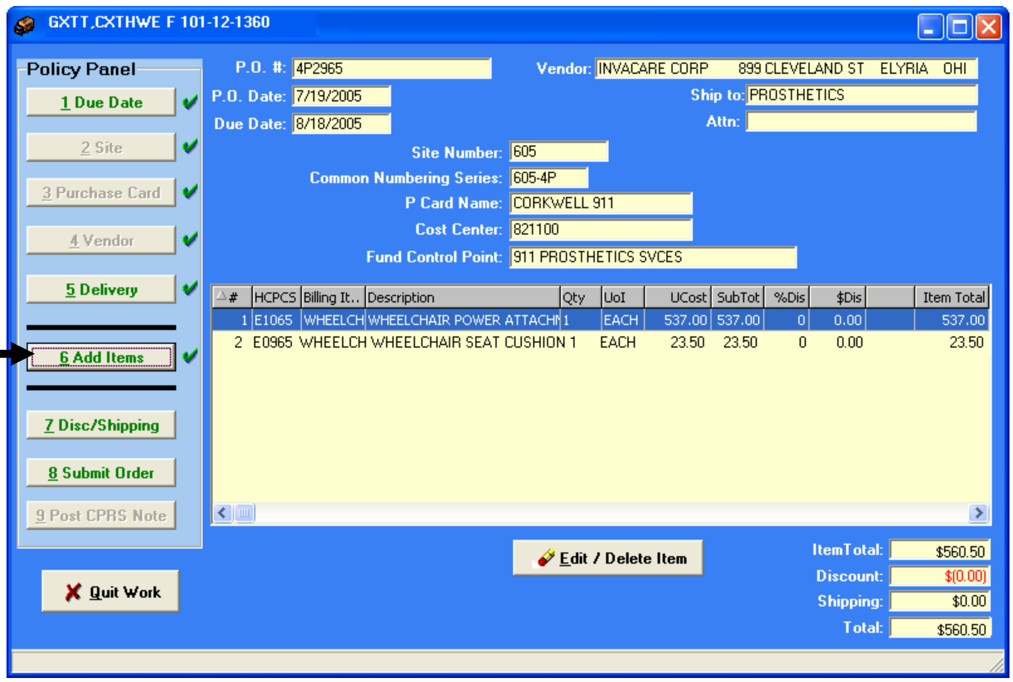
Add Additional Items

Item List

Notice below the list with the item added in the display. It carries over the information that you selected from the **Purchase Order** window.

You can add more items by clicking the **Add Items** button as many times as necessary.

Add Items button

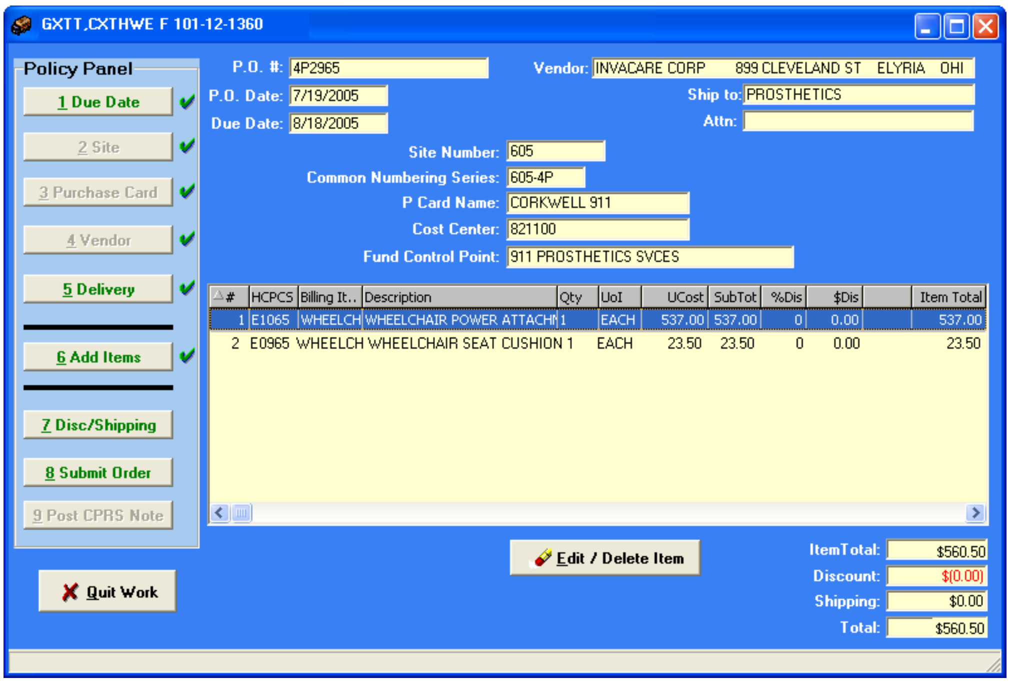


Edit/Delete an Item

Item List

You can edit a line item or delete a line item by clicking on it and clicking the **Edit / Delete Item** button. You are returned to the **Purchase Order** window to make your edit or deletion.

Edit / Delete Item



Continued on next page

Edit/Delete an Item, Continued

Delete or Edit an Item

Once you have made edits to the Item that you are adding, click the **Update Item** button.

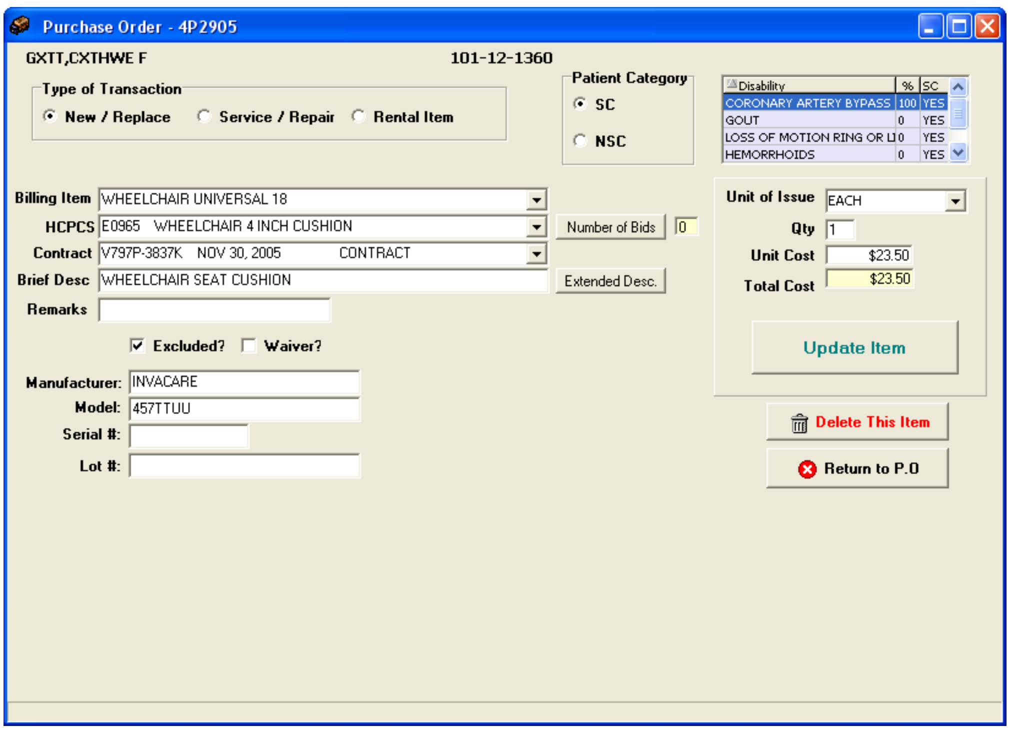
- OR –

Once you have verified the item you want to delete, click the **Delete This Item** button.

- THEN –

Click the **Return to PO** button. This will save the edits that you have made as well as the deletion.

Purchase Order window



Enter Discount/Shipping

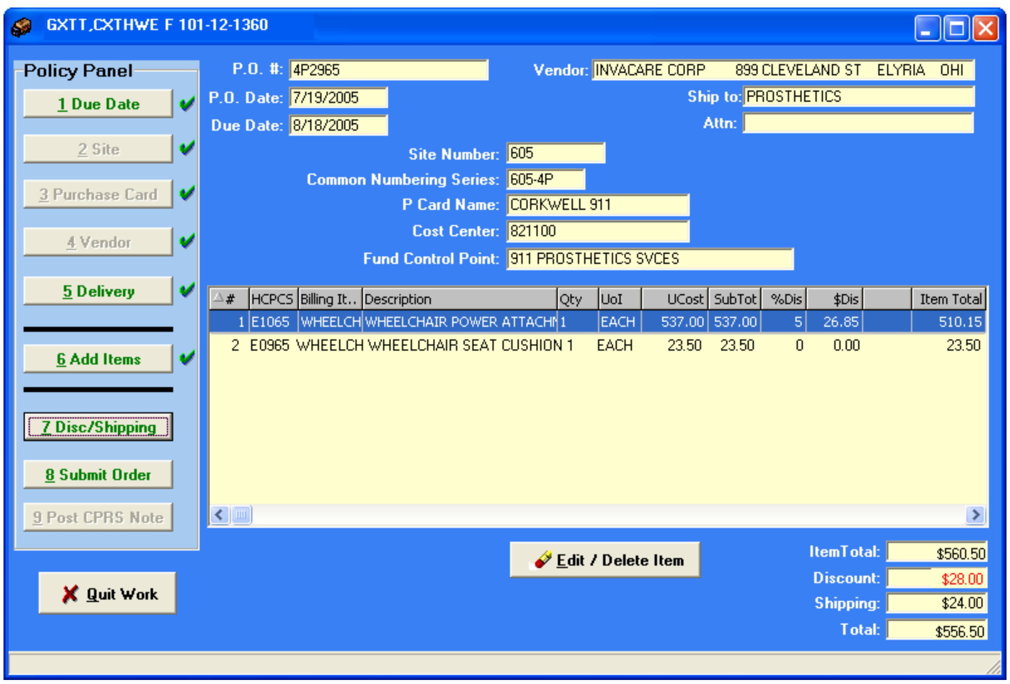
Discount/ Shipping (Optional)

Click the **Discount/Shipping** button on the **Policy Panel**. Enter the Discount percentage for the item you are ordering and the Shipping amount (if applicable).

Click the **OK** button to add the Discount and the Shipping to the order.

Add Discount and Shipping Charge

Discount and Shipping amounts shown



Enter Your Electronic Signature

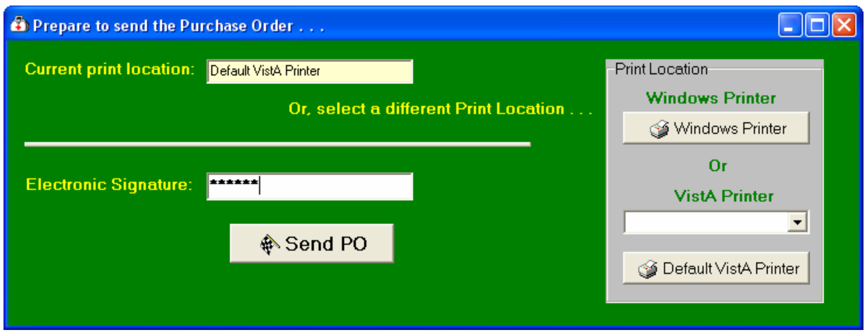
Print PO

The PO will be printed automatically. The PO can print on both Windows printers and VistA printers. You can select a different printer by either clicking **Windows Printer** or selecting a **VistA Printer** from the dropdown list.

Signature

Click the **Submit Order** button on the **Policy Panel**. Enter your Electronic Signature and click the **Send PO** button.

Enter Your Electronic Signature



Complete order

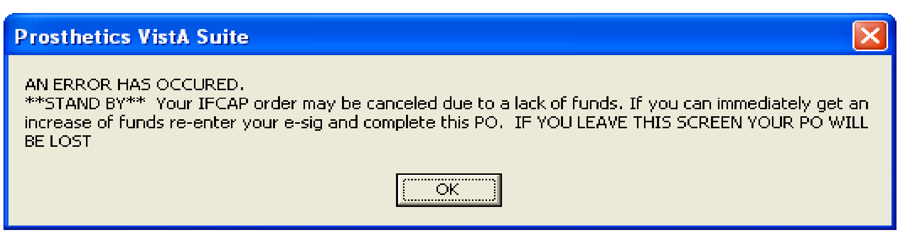
Click the **OK** button on the **Confirmation** window as shown below. This window displays the current status of the PO as either Pending or Complete.

Confirmation Window

Insufficient Funds

If your purchase card does not have adequate funds to cover the purchase order, you will get the message below. You can get more funds allocated to the purchase card and continue the process.

Insufficient Funds Window



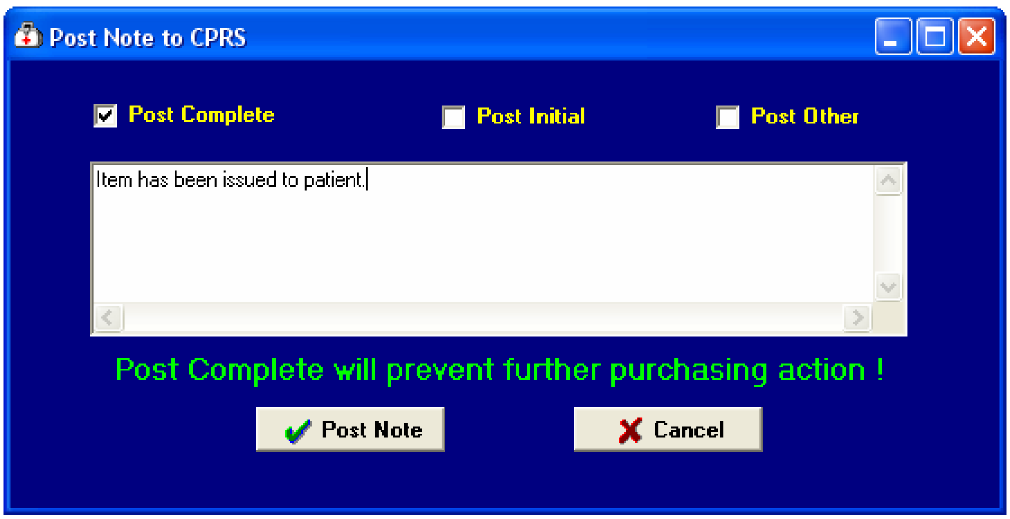
Post CPRS Note

Close the order

Click the **Post CPRS Note** button on the **Policy Panel** when you have entered all the necessary information for the item you are ordering. The **Post Note to CPRS** pop-up window displays as shown below.

NOTE: By posting your note in this new method, you have automatically linked your transaction to the consult and created your patient care encounter. No further linking is necessary!

Post Note to CPRS



Post Complete

You have three checkboxes to choose a selection for your note to be 1) Post Complete, 2) Post Initial and 3) Post Other. Last, click the **Post Note** button.

Click the **Post Complete** checkbox (if applicable), and enter a note in the free-text box area (optional) which has unlimited amount of space to enter a note. This checkbox places the transaction from a PENDING status to a CLOSED status.

Click the **OK** button to process the completion. Continue to the next page.

NOTE: When you select Post Complete an encounter is created.

Post Initial and Post Other

If you select the **Post Initial** checkbox, this places the transaction from an OPEN status to a PENDING status. The **Post Other** checkbox will put the transaction in a PENDING status if it is in an OPEN status or will keep it at PENDING if that is the current status.

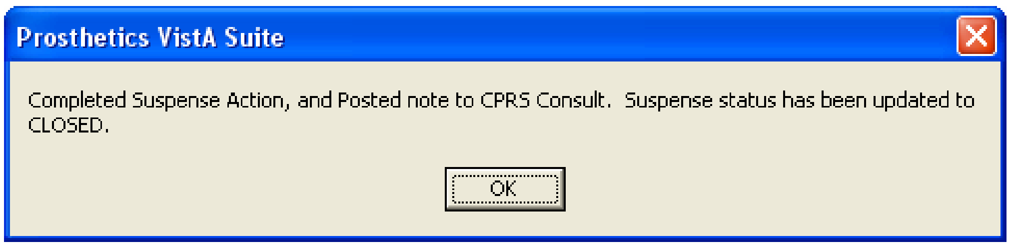
Continued on next page

Complete order

When you have completed the process to posting the CPRS note, you will receive the following two pop-up messages. If you selected the **Post Complete** checkbox, the first pop-up displays as shown with the Closed status for the suspense entry.

Click the **OK** button to finalize the order.

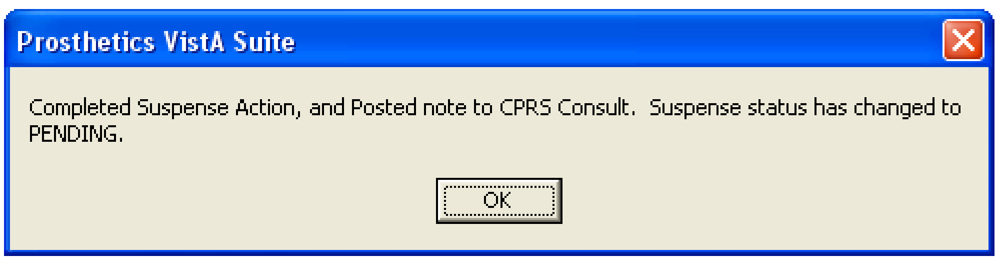
Closed Suspense



Post Initial

When you click the **Post Initial** checkbox, the status of the suspense entry changes from Open to Pending status. The popup window will display as shown below.

Post Initial Popup window



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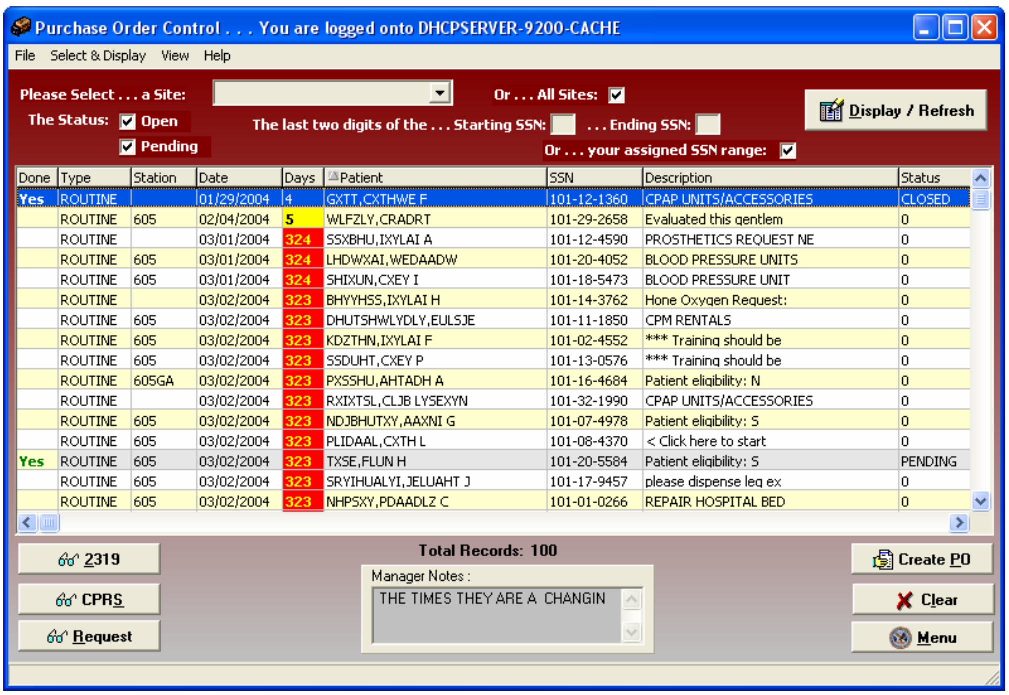
Done column

The **Purchase Order Control** window returns after you have completed the purchase order creation process. Notice that the **Done** column displays "**Yes**" in it.

The status of the transaction will be updated from Open to Pending or from Pending to Closed.

WARNING: If you click the **Refresh** Button, the **Done** column will refresh and the transactions that you have completed will disappear from the list as they now have a CLOSED status.

Purchase Order Control window



Chapter 10 - Closing and Exiting

Exit the Purchase Order Control Window

Exit the Application

You can exit the application by first clicking the **Menu** button on the **Purchase Order Control** window. Then click the **Close** button on the **Main Prosthetics** window: When the **Confirmation** window displays, click the **OK** button to exit.

Confirmation window

Cancel button

If you click the **Cancel** button, you will remain in the application and can continue to work.

Sample Printout

Reprint PO Below is a reprint of the PO number: 0U7820.

Purchase order reprint option

```
Select Transaction or Patient Name: 0U7820  2-15-2005PROSpatient,one Y
EYEGLASSES-PRES
Would you like to print the Privacy Act Statement? Yes//   (Yes)
Would you like to print a Patient Notification letter? No//   (No)
DEVICE: HOME//   INCOMING TELNET    Right Margin: 80//
                    OMB Number 2900-0188          PO#: 0U7820
```

```
       ***ORIGINAL COPY AND COMMERCIAL INVOICE MUST BE SUBMITTED***
               TO THE VAMC PROSTHETIC ACTIVITY LISTED BELOW
________________________________________________________________________________
Department of Veterans Affairs|Prosthetic Authorization for Items or Services
--------------------------------------------------------------------------------
1. Name and Address of Vendor           2. Name and Address of VA Facility
     INVACARE                           DVAMC BAY PINES 516/121 (516/121)
     899 CLEVELAND ST                   PROSTHETIC & SENSORY AIDS SERVICE
     P O BOX 4028                       BAY PINES, FL  33744
     ELYRIA,OH 44036
     800-642-8262                       727-398-9345
--------------------------------------------------------------------------------
3. Veterans Name (Last, First, MI)      4. Date of Authorization
     PROSpatient,one                           FEB 15, 2005
--------------------------------------------------------------------------------
5. Veterans Address                     6. Date Required
     9 E ORANGE ST                           MAR 17, 2005
     SERIA LEONE,LOUISIANA 12345        -----------------------------------------
                                        9. Authority For Issuance  CFR 17.115
     304-288-3401                          CHARGE MEDICAL APPROPRIATION
--------------------------------------------------------------------------------
7. Claim Number SS                      8. ID #: 4800 (Used to be full SSN.)
--------------------------------------------------------------------------------
10. Statistical Data          11. FOB Point   12. Discount   13. Delivery Time
SC/IP                             ORIGIN        % 12             30 Days
                              --------------------------------------------------
                              14. Delivery To: OTHER LOCATION AT THIS SITE
--------------------------------------------------------------------------------
                 15. DESCRIPTION OF ITEMS OR SERVICES AUTHORIZED
--------------------------------------------------------------------------------
ITEM NUMBER            DESCRIPTION               QUANTITY  UNIT  UNIT   AMOUNT
                                                 ORDERED         PRICE
--------------------------------------------------------------------------------
#1. EYEGLASSES                                        1     EA   25.00   25.00

    Serial Number: 48DJ47DK39   Lot #: 12

    Model: 2A   Make: INVACARE
--------------------------------------------------------------------------------
16. Contract Number: GS-00F-8355A(MAS)                      Subtotal:   25.00
    ACCT.#: 95150           Discount $  3.00 Shipping:  24.00 Total  $   46.00
```

```
------------------------------------------------------------------------------
17. Signature of           18. DATE   19. Signature and Title of     20. Date
     Requesting Official               Contracting/Accountable Officer
     PROSuser,one                    PROSuser,one
------------------------------------------------------------------------------
                         Order and Receipt Action
------------------------------------------------------------------------------
21. Order Number  22. Exp Date       23. Date Item Received   24. Date Delivered
4716360100064653    (Purchase Order Number and Expiration Date added.)
------------------------------------------------------------------------------
25. The articles or services listed herein have been received, or rendered
ordered in the quantity and quality specified originally or as shown by
authenticated changes, except as noted.

                                        Signature of Veteran or VA Official
------------------------------------------------------------------------------
     Acct. Symbol 516-0U7820
------------------------------------------------------------------------------
                                                    ADP Form 10-2421PC  APR 1991

CONTINUATION OF PURCHASE CARD ORDER NUMBER: 0U7820                     PAGE 2
______________________________________________________________________________
Department of Veterans Affairs|Prosthetic Authorization for Items or Services
------------------------------------------------------------------------------
1. Name and Address of Vendor           2. Name and Address of VA Facility
     INVACARE                           DVAMC BAY PINES 516/121 (516/121)
     899 CLEVELAND ST                   PROSTHETIC & SENSORY AIDS SERVICE
     P O BOX 4028                       BAY PINES, FL  33744
     ELYRIA,OH 44036
     800-642-8262                       727-398-9345
------------------------------------------------------------------------------
3. Veterans Name (Last, First, MI)      4. Date of Authorization
     LXYF,ZLUQDY A                           FEB 15, 2005
------------------------------------------------------------------------------
                 15. DESCRIPTION OF ITEMS OR SERVICES AUTHORIZED
------------------------------------------------------------------------------
ITEM NUMBER            DESCRIPTION                QUANTITY  UNIT  UNIT   AMOUNT
                                                  ORDERED         PRICE
------------------------------------------------------------------------------
Eyeglasses, Prescription
```

Section 2

NPPD Detail Display

Overview

Introduction

This section covers the **NPPD Detail Display** feature.

The Prosthetics users will be able to do the following with this patch:

- Search for data and display data by a range of dates.
- Sort and rearrange the view; display data in a custom view.
- Print the display.
- Convert the display into a Microsoft Excel file (for more complex sorting capabilities).

Data displayed

The data that is displayed on this window includes the following:

- Site
- Date (Suspense entry date)
- Type of transaction (I=Initial/New and X=Repair)
- Form type (Stock Issue, Purchase Card, 2237, Other)
- Patient name
- Social Security Number
- IEN
- Brief description
- HCPCS code and description
- NPPD code
- Initiator name
- Suspense Initial Action date
- Cost
- Quantity
- VA or Commercial
- Vendor name
- Grouper number (from AMIS)

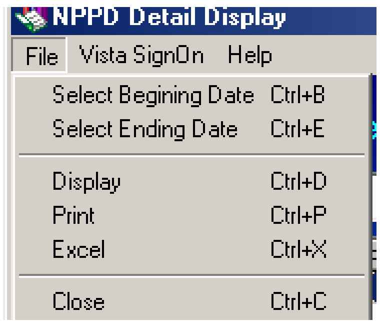
Enter a Date Range

Date/Calendars

After you have successfully signed on to VistA, and the **NPPD Detail Display** window appears, you must select the date range that you want to view.

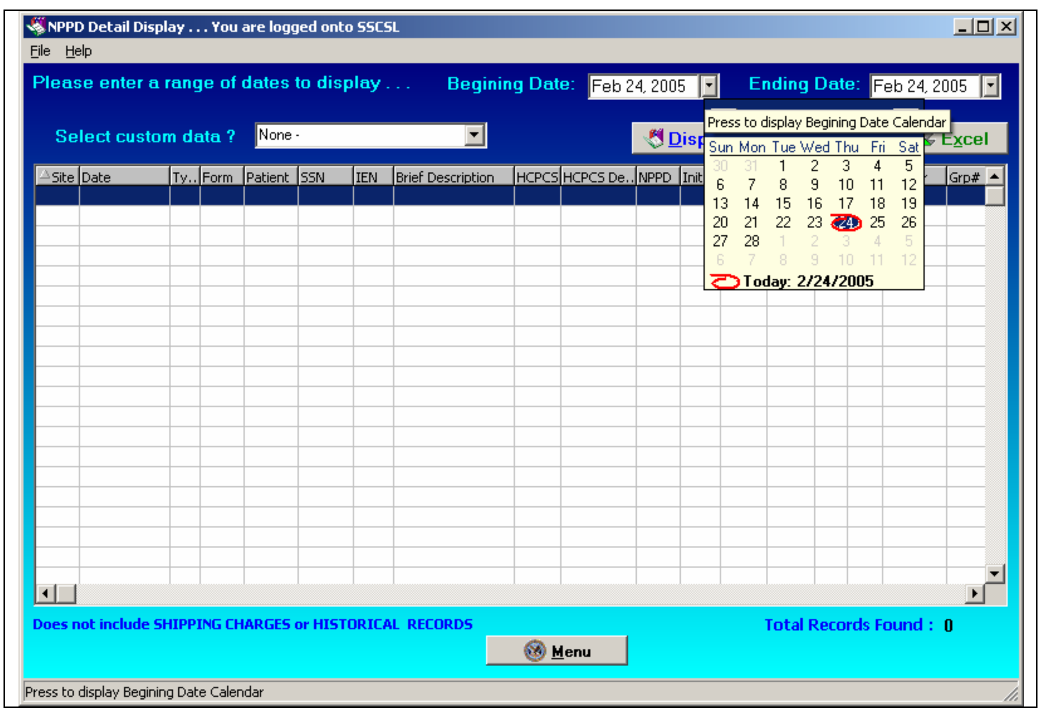
Enter a Beginning Date and an Ending Date by clicking on the drop-down list boxes next to the respective fields. A calendar displays as shown below.

You can also click the **File** Menu and the **Select Beginning Date** or **Select Ending Date** option.



Shortcut: Press the **<Ctrl>** key **+ <B>** key for the Beginning Date and the **<Ctrl>** key + **<E>** key for the Ending Date to display the respective calendars.

Calendar for date range selection



Continued on next page

Enter a Date Range, Continued]

Selecting a date range

The calendars display with the current date circled in red shown at the bottom of the calendar. You can accept the current date by clicking on it. You can also change the date by the following methods:

Change the…	Description
Day	Click on the actual day of the week in the calendar.
Month	Click on the month at the top of the calendar to display a list of all months and select one from there. You can decrease or increase one month at a time by clicking the left or right arrows.
Year	Click on the year and an up and down arrow button displays for you to increase or decrease the year.

Number of Day Restrictions

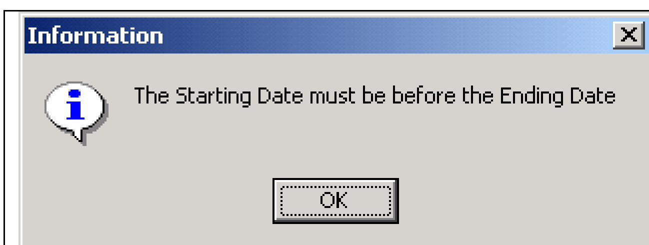
You are restricted to a date range of less than 100 days. If you select a date range outside of this 100 day parameter, the following dialog message box displays:

Date Range Message box

Start Date before End Date

If you accidentally entered an incorrect date range, you will receive a warning message. For instance, if you enter a start date that is after the end date, the message below will display. Click the **OK** button and reselect your date range.

Start/End Date Message



Display the Data

Display the data

Once you have selected the date ranges, click the **Display** button to reveal the data within that date range. (You can also click the **File** Menu and the **Display** option.)

Shortcut: Press the **<Ctrl>** key + **<D>** key.

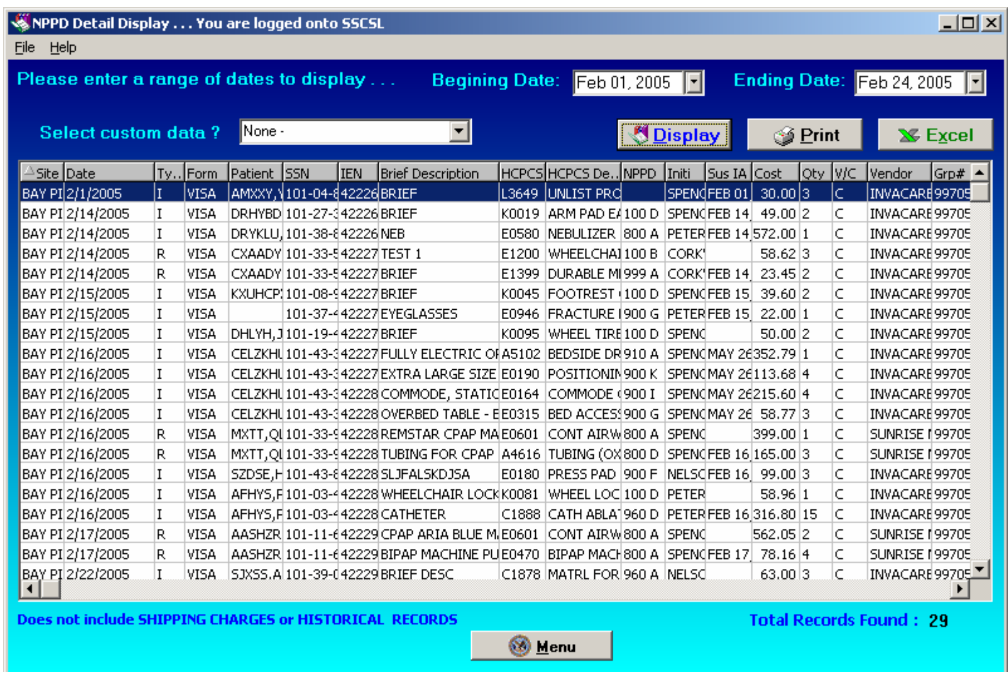
Changing the display of the data…

You can manipulate the layout of the view in the **NPPD Detail Display** window for both viewing as well as printing purposes.

You can manipulate the view of the data as follows:

- To move a column, click and drag on a column header to another location.
- To enlarge a column, click and drag a cell border.
- To sort on any column, click on the header to sort it in ascending order.
- If you click on the same column again, it will sort it in descending order.

NPPD Detail Display



Site	Date	Ty..	Form	Patient	SSN	IEN	Brief Description	HCPCS	HCPCS De..	NPPD	Initi	Sus IA	Cost	Qty	V/C	Vendor	Grp#
BAY PI	2/1/2005	I	VISA	AMXXY,Y	101-04-8	42226	BRIEF	L3649	UNLIST PRC		SPENC	FEB 01	30.00	3	C	INVACARE	99705
BAY PI	2/14/2005	I	VISA	DRHYBD	101-27-3	42226	BRIEF	K0019	ARM PAD EA	100 D	SPENC	FEB 14	49.00	2	C	INVACARE	99705
BAY PI	2/14/2005	I	VISA	DRYKLU,	101-38-8	42226	NEB	E0580	NEBULIZER	800 A	PETER	FEB 14	572.00	1	C	INVACARE	99705
BAY PI	2/14/2005	R	VISA	CXAADY	101-33-5	42227	TEST 1	E1200	WHEELCHAI	100 B	CORK'		58.62	3	C	INVACARE	99705
BAY PI	2/14/2005	R	VISA	CXAADY	101-33-5	42227	BRIEF	E1399	DURABLE MI	999 A	CORK'	FEB 14	23.45	2	C	INVACARE	99705
BAY PI	2/15/2005	I	VISA	KXUHCP:	101-08-9	42227	BRIEF	K0045	FOOTREST (	100 D	SPENC	FEB 15	39.60	2	C	INVACARE	99705
BAY PI	2/15/2005	I	VISA		101-37-4	42227	EYEGLASSES	E0946	FRACTURE I	900 G	PETER	FEB 15	22.00	1	C	INVACARE	99705
BAY PI	2/15/2005	I	VISA	DHLYH,J	101-19-4	42227	BRIEF	K0095	WHEEL TIRE	100 D	SPENC		50.00	2	C	INVACARE	99705
BAY PI	2/16/2005	I	VISA	CELZKHU	101-43-3	42227	FULLY ELECTRIC OF	A5102	BEDSIDE DR	910 A	SPENC	MAY 26	352.79	1	C	INVACARE	99705
BAY PI	2/16/2005	I	VISA	CELZKHU	101-43-3	42227	EXTRA LARGE SIZE	E0190	POSITIONIN	900 K	SPENC	MAY 26	113.68	4	C	INVACARE	99705
BAY PI	2/16/2005	I	VISA	CELZKHU	101-43-3	42228	COMMODE, STATIC	E0164	COMMODE (	900 I	SPENC	MAY 26	215.60	4	C	INVACARE	99705
BAY PI	2/16/2005	I	VISA	CELZKHU	101-43-3	42228	OVERBED TABLE - E	E0315	BED ACCESS	900 G	SPENC	MAY 26	58.77	3	C	INVACARE	99705
BAY PI	2/16/2005	R	VISA	MXTT,QU	101-33-9	42228	REMSTAR CPAP MA	E0601	CONT AIRW	800 A	SPENC		399.00	1	C	SUNRISE I	99705
BAY PI	2/16/2005	R	VISA	MXTT,QU	101-33-9	42228	TUBING FOR CPAP	A4616	TUBING (OX	800 D	SPENC	FEB 16	165.00	3	C	SUNRISE I	99705
BAY PI	2/16/2005	I	VISA	SZDSE,H	101-43-8	42228	SLJFALSKDJSA	E0180	PRESS PAD	900 F	NELSC	FEB 16	99.00	3	C	INVACARE	99705
BAY PI	2/16/2005	I	VISA	AFHYS,F	101-03-4	42228	WHEELCHAIR LOCK	K0081	WHEEL LOC	100 D	PETER		58.96	1	C	INVACARE	99705
BAY PI	2/16/2005	I	VISA	AFHYS,F	101-03-4	42228	CATHETER	C1888	CATH ABLAT	960 D	PETER	FEB 16	316.80	15	C	INVACARE	99705
BAY PI	2/17/2005	R	VISA	AASHZR	101-11-6	42229	CPAP ARIA BLUE M.	E0601	CONT AIRW	800 A	SPENC		562.05	2	C	SUNRISE I	99705
BAY PI	2/17/2005	R	VISA	AASHZR	101-11-6	42229	BIPAP MACHINE PU	E0470	BIPAP MACH	800 A	SPENC	FEB 17	78.16	4	C	SUNRISE I	99705
BAY PI	2/22/2005	I	VISA	SJXSS.A	101-39-0	42229	BRIEF DESC	C1878	MATRL FOR	960 A	NELSC		63.00	3	C	INVACARE	99705

Patient confidentiality

The **Patient** column and the **SSN** column have been shortened due to patient name and SSN confidentiality issues in documentation.

Select Custom Data

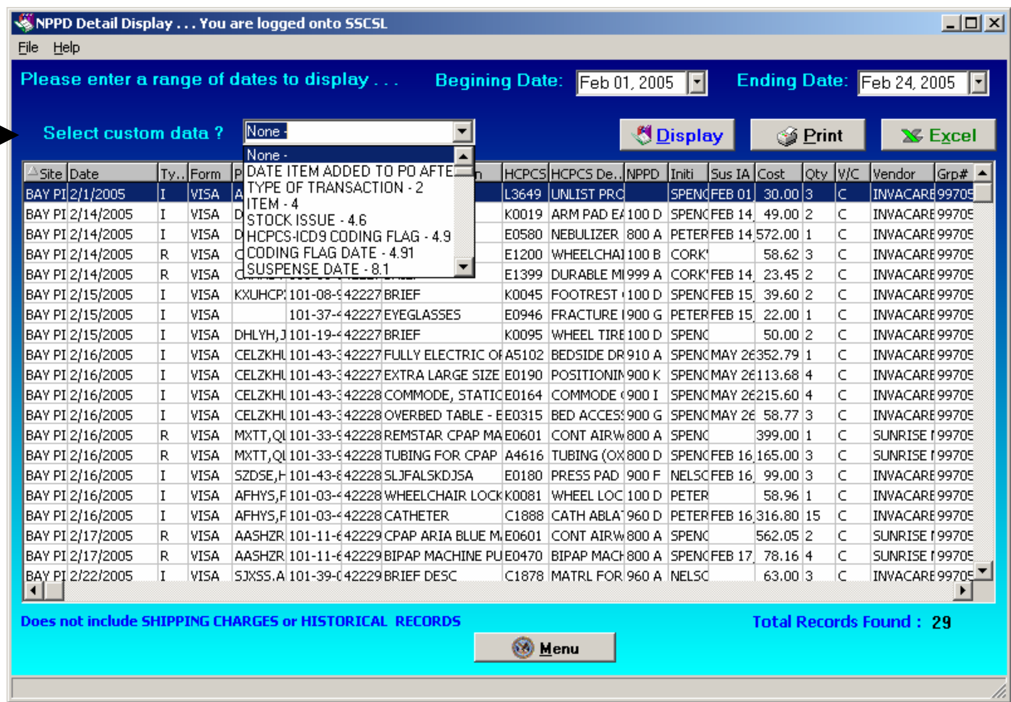
Custom Data

The **Select custom data?** drop down list box allows you to select a new column to display. It also would convert into a Microsoft Excel file. This is an optional prompt as you are not required to select an option. This is the main file for prosthetic purchasing transactions. This file is also the permanent record for the patient VAF 10-2319 of items issued to the veteran.

This list gives you the option to add information that was entered during the purchase order creation process to your NPPD Detail Report. For instance, if you added a Waiver or Excluded, you can view that data here.

Note: Custom data will display in the column to the right and you will have to scroll to the right to view it.

Select Custom Data



MS Excel

If you selected custom data and convert it to an MS Excel file (using the **Excel** button), you will view the custom data on the Excel spreadsheet as you scroll to the right.

Continued on next page

Data fields Below is a list of the Custom Data fields and a description of each.

01 ENTRY DATE
This is the date that the transaction was entered into the system. It may or may not be the same as the request date.

02 PATIENT NAME
This is the name of the patient that this transaction is for. The name is a pointer to the PROSTHETIC PATIENT file which has the same internal entry number as the main patient database.

1 DATE ITEM ADDED TO PO AFTER CREATION
This field is the date the appliance issue or repair was requested by the patient. It may or may not be the same as the entry date or the delivery date. This depends on how quickly the transactions take place.

2 TYPE OF TRANSACTION
This set of codes will tell what kind of transaction this request is. The possibilities all fall under the VAF 10-7306a listings except for the repair.

4 ITEM
This field is a pointer to the master item list of possible appliances. The master list is set up so that appliances fall into groups which are the types of appliances.

4.1 HCPCS
Health Care Financing Administration Common Procedure Coding System (HCPCS).
This field should have the HCPCS code for the Item you are selecting. HCPCS is a uniform method for healthcare providers and medical suppliers to report professional services, procedures and supplies.

4.2 VENDOR TRACKING NUMBER
This field is the Vendor's internal unique tracking number. Some of the small vendors are not automated with VISA, and this tracking number is used to reference this transaction. This tracking number is based on the item, and can be as simple as the vendors item number, or elaborate as the vendors transaction number. This data will be used in the reconciliation process.

4.3 BANK AUTHORIZATION NUMBER
This six digit number is the authorization number VISA gives to the vendor for guaranteed payment. This number is used in the reconciliation process.

4.4 ICD9 CODE
Repository for CPRS diagnosis. From the message protocol in Consult Tracking. Standardized Prosthetics HCPCS.

4.6 STOCK ISSUE
This is a pointer to file #661.2.

Continued on next page

4.7 CPT MODIFIER
CPT Modifiers in a comma delimited format, consistent with the HCFA published manuals.

4.8 DATE CPT MODIFIER EXTRACTED
This is the date the patient record extracted for billing. This date is also being used to trigger a mail message to billing if the PSAS HCPCS is edited and changed after the extraction has been ran.

4.9 HCPCS-ICD9 CODING FLAG
This field is used to determine the current code set versioning of a transaction.

4.91 CODING FLAG DATE
This is the date associated with field number 4.9. The date the coding flag was set.

5 QTY
This is the number of units that was issued or repaired for this transaction.

6 SHIP/DEL
This is the charge associated with shipping.

6.5 PICKUP/DEL
This field is a set of codes to identify pickup/delivery charges on VAF 10-2319.

7 VENDOR
The vendor is a pointer to IFCAP's VENDOR file and is the name of the company from which this appliance was or is to be purchased. The vendor may or may not be the same as the manufacturer. Therefore, manufacturers should also be listed in this file as vendors if you are going to be purchasing directly from the manufacturer.

8 STATION
The station is the Veterans Affairs site where this transaction is to come to completion. It is the station that is ultimately responsible for the issue and payment for the prosthetic device. This is the station reporting the workload.

8.1 SUSPENSE DATE
This is suspense date (.01 field).

8.11 SUSPENSE STATION
This refers to the consulting station.

8.12 PCE
This field is pointer to (Patient Encounter). When an entry is created in PCE a pointer is being set.

8.13 DATE SENT TO PCE
This is the date last sent or edited in PCE. If PCE is deleted this field should be deleted.

Continued on next page

8.14 SUSPENSE STATUS
This is the suspense status of the patient 2319 record. If the status is complete, a suspense link was established. If the status is incomplete, there is no suspense link to the patient 2319 record.

8.2 DATE RX WRITTEN
This is the date the prescription was written.

8.3 INITIAL ACTION DATE
This field is the date when an initial action was entered in suspense.

8.4 COMPLETION DATE
This is the date the suspense was completed.

8.5 TYPE OF REQUEST
This field could either be ROUTINE PROSTHETICS, EYEGLASS, CONTACT LENS, OXYGEN, MANUAL NONCPRS or CLOTHING ALLOWANCE.

8.6 SUSPENSE REQUESTOR
This is a pointer to file #200, the person requesting the suspense as it appears in file #668.

8.61 CONSULT REQUEST SERVICE 4
A service/section of a suspense requestor that initiated a consult for Prosthetics item. This free text entry is a service/section name of SERVICE/SECTION.

8.7 PROVISIONAL DIAGNOSIS
This is a free text diagnosis as it appears in suspense file.

8.8 SUSPENSE ICD9
This is the code at the time suspense was created.

8.9 CONSULT
This is a pointer to Consult file.

9 SERIAL NBR
This is the serial number of the issued or repaired appliance. If the serial number is longer than 20 characters, use the FIRST 20 characters.

9.1 PRODUCT DESCRIPTION
The manufacture product description to be used for recalls.

9.2 PRODUCT MODEL
The manufacture product model number to be used for recalls.

Continued on next page

10 DELIVERY DATE
This is the date that the appliance was delivered and accepted by the patient. This date, under certain circumstances, may be a date that the appliance was mailed to the patient. It may or may not be the same as the transaction date and/or the request date.

11 FORM REQUESTED ON
The FORM REQUESTED ON is based on current VA regulations. The system makes no checks to be sure that the form entered from the set of codes is within these regulations.

'1' FOR PSC
'2' FOR 2421
'3' FOR 2237
'4' FOR 2529-3
'5' FOR 2529-7
'6' FOR 2474
'7' FOR 2431
'8' FOR 2914
'9' FOR OTHER
'10' FOR 2520
'11' FOR STOCK ISSUE
'12' FOR INVENTORY ISSUE
'13' FOR HISTORICAL DATA
'14' FOR VISA
'15' FOR LAB ISSUE-3

12 SOURCE
This set of codes denotes which two possible sources were used for the acquisition of the appliance. The sources are grouped into either VA sources or commercial sources.

13 ACTION
The action taken on this transaction is noted here. The set of codes is self explanatory; however, the inactive action is used to indicate that the appliance is no longer being followed by VA.
QTY:
'1' FOR LOAN
'2' FOR CONDEMNED
'3' FOR RETURNED
'4' FOR INACTIVE
'5' FOR LOST

14 TOTAL COST
This field contains the total cost of the transaction.

Continued on next page

15 HISTORICAL DATA
If this field contains an asterisk (*), then this transaction has been counted by the AMIS option, or is considered to be a historical transaction.

16 REMARKS
A free-text field used to indicate any additional information that is needed for this entry. For Purchasing Transactions this field will contain the remarks for the individual item, and the close-out remarks added together.

17 RETURNED STATUS
The status of the appliance upon return to the veteran. This notes what action was taken by the repair depot or station upon the completion of repairs.

'1' FOR RETURNED
'2' FOR CONDEMNED
'3' FOR CANCELLED
'4' FOR TURNED-IN
'5' FOR LOST
'6' FOR BROKEN

17.5 RETURN STATUS DATE
This is the date upon which the return status was determined and carried out if the item was returned to the veteran.

18 *STATUS FLAG
The status of the patient is entered here so the service can determine if the patient is being followed, dropped, transferred, or canceled by this station.

21 LOT NUMBER
This field stores the lot number of the item being furnished to the patient. Enter the manufacturer's lot number, if known.

22 *PRODUCT LINE
Set of codes that contain information for Hearing Aid transactions.

'1' FOR HEARING AIDS
'2' FOR BATTERIES
'3' FOR OTHER

23 TRANSACTION
This is the IFCAP transaction number from VAF 4-1358 or VAF 2237. A temporary Transaction number for a VAF 10-2529-3 may also be entered.

24 DESCRIPTION
This is a detailed description of the item/service supplied.

Continued on next page

25 DELIVER TO
Delivery location that will print on VAF 10-2421 to show the vendor where the item will be delivered.

27 INITIATOR
This is the person who created the transaction.

28 EXTENDED DESCRIPTION
This is the extended information from purchasing and also from posting of VAF 2237s.

29 INVENTORY POINT
This is the inventory point for this transaction and is a pointer to the GENERIC INVENTORY.

31 BILL DATE
This is the DATE/TIME the bill is created.

32 BILL STATUS
This is the status of a bill in relation to Integrated Billing.
'1' FOR ENTERED/NOT REVIEWED
'2 ' FOR REVIEWED
'3' FOR AUTHORIZED
'4' FOR PRINTED
'5' FOR TRANSMITTED
'7' FOR CANCELLED
'0' FOR CLOSED

33 BILL IEN
This is the bill IEN in file #399.

35 USER WHO EDIT
User who edited the 2319 record using option ED2. This field will only be populated when the Total Cost field has been changed.

36 DATE EDITED
This is the date the Total Cost field has been changed using option ED2.

37 HCPCS/ITEM
This is the PIP HCPCS unique item.

38 HCPCS/ITEM DESCRIPTION
This is the description of an Item or Appliance kept by local site.
This field is updated during the STOCK ISSUE options.

Continued on next page

38.1 EXCLUDE/WAIVER
This field determines if the item is EXCLUDED or Waiver off of a National Contract.
'E' FOR EXCLUDED
'W' FOR WAIVER

38.7 CONTRACT #
This field stores the Contract Number.

40 REQUESTING STATION
This is the station requesting services or appliances.

45 TOTAL LABOR HOURS
This is the number of hours spent on the job. This field is only populated via routines.

46 TOTAL LABOR COST
The total cost of the labor to perform this job.

47 TOTAL MATERIAL COST
The total cost of all the materials to perform the job.

48 TOTAL LAB COST
The Prosthetic Laboratory Total Cost calculated by AMIS.

50 COMPLETION DATE
The date the job was completed.

51 LAB REMARKS
A free-text field used to indicate any additional Laboratory information that is needed for this entry. Since the field is only 40 characters in length, use meaningful abbreviations where possible.

52 AMIS NEW CODE
This field is set when AMIS is generated. It is the New Worksheet AMIS code.

60 AMIS DATE
The date AMIS was run and the item was picked up and counted.

62 PATIENT CATEGORY
This is the Prosthetic Patient Category used for counting AMIS.
'1' FOR SC/OP
'2' FOR SC
'3' FOR NSC
'4' FOR NSC/OP

Continued on next page

63 SPECIAL CATEGORY
If the patient is NSC/OP, then this field must also be set. SPECIAL CATEGORY is also used in counting AMIS.

'1' FOR SPECIAL LEGISLATION
'2' FOR A&A
'3' FOR PHC
'4' FOR ELIGIBILITY REFORM

64 ADMIN REPAIR AMIS CODE AM
This field will be set when AMIS is generated for the Repair Worksheets.

68 AMIS GROUPER
This is used in AMIS calculations. This field should never be changed through FileMan!

69 SOURCE OF PROCUREMENT LB
The source from which the Purchasing Agent is ordering the needed equipment. The sources one may choose from are limited.

'O' FOR ORTHOTIC LAB
'R' FOR RESTORATION LAB
'S' FOR SHOE LAST CLINIC
'W' FOR WHEELCHAIR REPAIR SHOP
'N' FOR NATIONAL FOOT CENTER
'D' FOR DENVER DISTRIBUTION CENTER

70 RECEIVING STATION
This field contains the institution that will receive the VAF 10-2529-3 request for processing.

71 WORK ORDER NUMBER
Work Order Number (STA-FY-QTR-TYPE OF LAB-NUMBER) for items processed in the Prosthetic Laboratory.

72 2529-3
VAF 10-2529-3 information will be displayed if the VAF 10-2319 item is associated with a Denver Distribution Center, National Foot Center, or Prosthetics Lab request.

73 LAB AMIS DATE
Last date the Lab AMIS was run.

74 ORTHOTICS LAB CODE
Contains the Orthotic Lab New Code.

75 ORTHOTICS LAB REPAIR CODE LBA
Contains the Orthotic Lab Repair Code.

Continued on next page

76 RESTORATION LAB CODE LBA
Contains the Restoration Lab New Code.

77 RESTORATIONS LAB REPAIR CODE LBA
Contains the Restoration Lab Repair Code.

78 UNIT OF ISSUE
This is the unit by which items/services are issued (e.g., each, pair, box, case, etc.).

79 AMIS FLAG
Contains the status if the Item will not count on the Administrative AMIS.

80 WORK FOR OTHER STATION LB
Contains the Status if the Job Performed will display as work performed for another station.
'1' FOR YES

81 NO ADMIN COUNT
This field will be set if the Item will not count on the Administrative AMIS or the Orthotic Laboratory AMIS.
'1' FOR NO COUNT

82 NO LAB COUNT
Field will be set if there is no AMIS Count for AMIS.
'1' FOR NO COUNT

83 BACKLOG DATE
This field will contain the date that the entry was created. This entry will be a backlog entry until it has been completed. All backlog data must show up on the Laboratory or Restoration AMIS Count.

89 HISTORICAL ITEM
This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

90 HISTORICAL STATION
This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

91 HISTORICAL VENDOR
This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

92 HISTORICAL VENDOR PHONE HSTV
This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

Continued on next page

93 HISTORICAL STREET ADD
This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

94 HISTORICAL CITY
This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

95 HISTORICAL STATE
This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

96 HISTORICAL ZIP
This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

97 HISTORICAL RECORD
This field is used for the consolidation sites, will contain the data that has been merged from a legacy system. This field is populated by the RMPRJ routine that is not exported.

Print the NPPD Detail

Print the data

You can print the **NPPD Detail Display** data. Click the **Print** button to send this data to your local printer, and click **OK** on the **Print** dialog box. (You can also click the **File** Menu and the **Print** option.)

Shortcut: Press the **<Ctrl>** key + **<P>** key.

The layout of the print will be the same as the display.

Note: You can select a printer to print the NPPD detail.

Change to Landscape

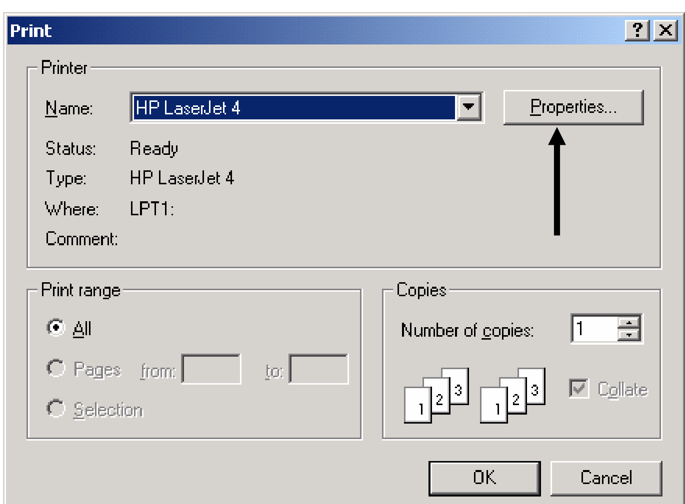
Recommendation: You should change the format of the printout from *Portrait* to *Landscape* to print all the columns on the same page.

Steps

To change the print format, follow these steps:

Step	Action
1	Click the **Print** button on the **NPPD Detail Display** window.
2	Click the **Properties** button (to the right of the **Name** field) on the **Print** dialog box. **Shortcut:** Press the **<Alt>** key + **<P>** key.
3	Continue to the next page.

Print dialog box



Continued on next page

Print the NPPD Detail, Continued

Layout Tab

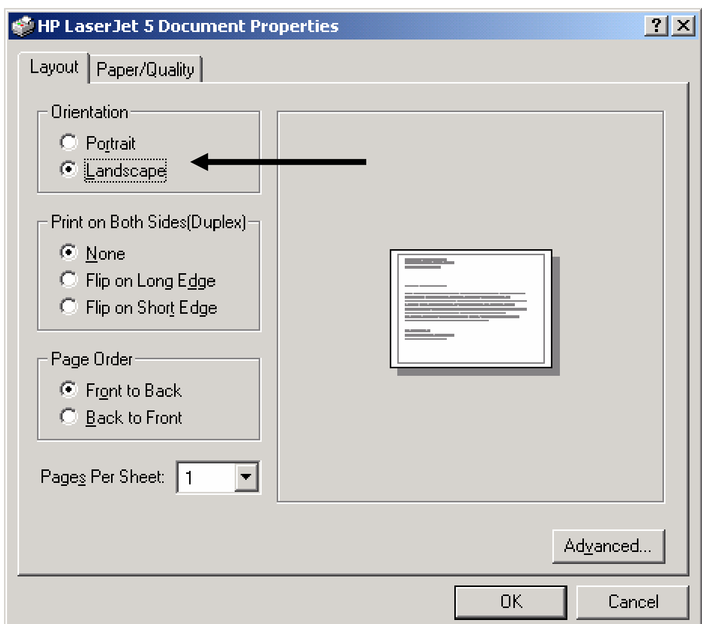
You can change the format of the printout from the standard *Portrait* format to *Landscape* on the **Layout** tab.

Steps (continued)

To continue to change to the Landscape format, follow these steps:

Step	Action
4	Click the **Layout** tab on the **Properties** dialog box (usually shown as a default view).
5	Click the **Landscape** radio button to change the format. **Shortcut:** Press the **<Alt>** key + **<L>** key.
6	Click **OK** or press **<Enter.>**

Landscape Radio button



Last step

When you return to the **Print** dialog box, click **OK** again, and it will print your output. You can print multiple copies if necessary.

Save as an Excel File

Excel Button

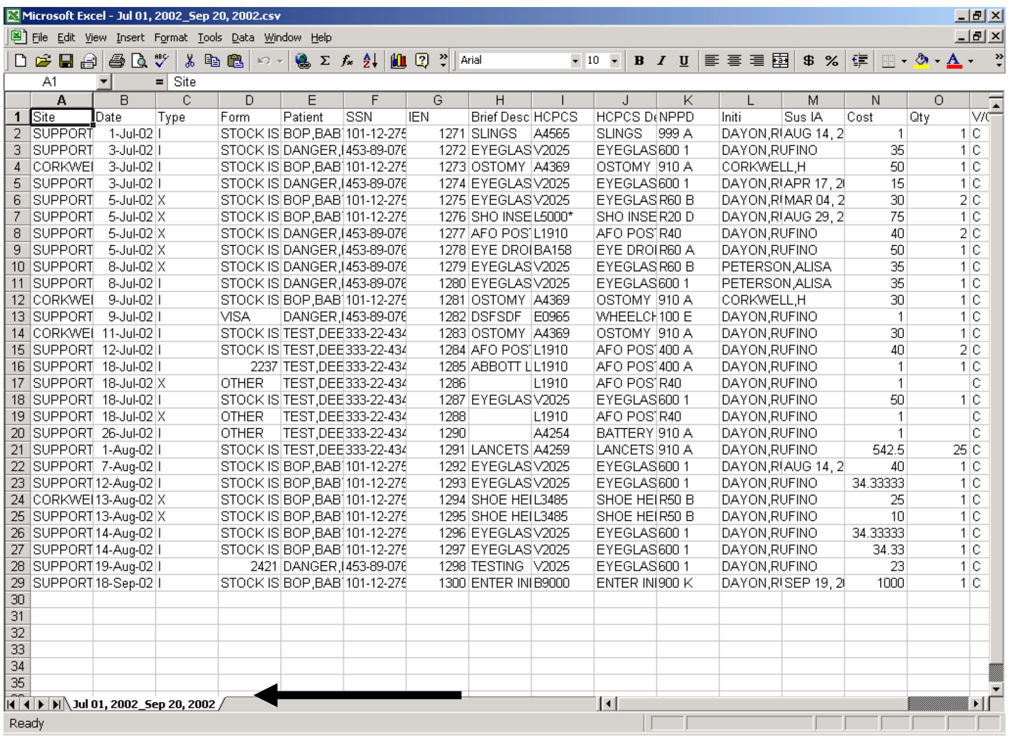
The **<u>E</u>xcel** button on the **NPPD Detail Display** window will automatically launch the Microsoft Excel software program for you. It converts the data that you have selected to display into the Excel file. (You can also click the **File** Menu and the **Excel** option.)

<u>Shortcut</u>: Press the **<Ctrl>** key + **<X>** key to launch MS Excel.

This feature creates an Excel **.CSV** file in the C:\NPPD Download folder on the local computer. The file name is based on the date range.

<u>Example</u>: Jul 01, 2002_Sep 20, 2002.csv

MS Excel data



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Site	Date	Type	Form	Patient	SSN	IEN	Brief Desc	HCPCS	HCPCS De	NPPD	Initi	Sus IA	Cost	Qty	V/C
2	SUPPORT	1-Jul-02	I	STOCK IS	BOP,BAB	101-12-275	1271	SLINGS	A4565	SLINGS	999 A	DAYON,R	AUG 14, 2	1	1	C
3	SUPPORT	3-Jul-02	I	STOCK IS	DANGER,	453-89-076	1272	EYEGLAS	V2025	EYEGLAS	600 1	DAYON,RUFINO		35	1	C
4	CORKWEI	3-Jul-02	I	STOCK IS	BOP,BAB	101-12-275	1273	OSTOMY	A4369	OSTOMY	910 A	CORKWELL,H		50	1	C
5	SUPPORT	3-Jul-02	I	STOCK IS	DANGER,	453-89-076	1274	EYEGLAS	V2025	EYEGLAS	600 1	DAYON,R	APR 17, 2	15	1	C
6	SUPPORT	5-Jul-02	X	STOCK IS	BOP,BAB	101-12-275	1275	EYEGLAS	V2025	EYEGLAS	R60 B	DAYON,R	MAR 04, 2	30	2	C
7	SUPPORT	5-Jul-02	X	STOCK IS	BOP,BAB	101-12-275	1276	SHO INSE	L5000*	SHO INSE	R20 D	DAYON,R	AUG 29, 2	75	1	C
8	SUPPORT	5-Jul-02	X	STOCK IS	DANGER,	453-89-076	1277	AFO POS	L1910	AFO POS	R40	DAYON,RUFINO		40	2	C
9	SUPPORT	5-Jul-02	X	STOCK IS	DANGER,	453-89-076	1278	EYE DRO	BA158	EYE DRO	R60 A	DAYON,RUFINO		50	1	C
10	SUPPORT	8-Jul-02	X	STOCK IS	DANGER,	453-89-076	1279	EYEGLAS	V2025	EYEGLAS	R60 B	PETERSON,ALISA		35	1	C
11	SUPPORT	8-Jul-02	I	STOCK IS	DANGER,	453-89-076	1280	EYEGLAS	V2025	EYEGLAS	600 1	PETERSON,ALISA		35	1	C
12	CORKWEI	9-Jul-02	I	STOCK IS	BOP,BAB	101-12-275	1281	OSTOMY	A4369	OSTOMY	910 A	CORKWELL,H		30	1	C
13	SUPPORT	9-Jul-02	I	VISA	DANGER,	453-89-076	1282	DSFSDF	E0965	WHEELCH	100 E	DAYON,RUFINO		1	1	C
14	CORKWEI	11-Jul-02	I	STOCK IS	TEST,DEE	333-22-434	1283	OSTOMY	A4369	OSTOMY	910 A	DAYON,RUFINO		30	1	C
15	SUPPORT	12-Jul-02	I	STOCK IS	TEST,DEE	333-22-434	1284	AFO POS	L1910	AFO POS	400 A	DAYON,RUFINO		40	2	C
16	SUPPORT	18-Jul-02	I	2237	TEST,DEE	333-22-434	1285	ABBOTT L	L1910	AFO POS	400 A	DAYON,RUFINO		1	1	C
17	SUPPORT	18-Jul-02	X	OTHER	TEST,DEE	333-22-434	1286		L1910	AFO POS	R40	DAYON,RUFINO		1		C
18	SUPPORT	18-Jul-02	I	STOCK IS	TEST,DEE	333-22-434	1287	EYEGLAS	V2025	EYEGLAS	600 1	DAYON,RUFINO		50	1	C
19	SUPPORT	18-Jul-02	X	OTHER	TEST,DEE	333-22-434	1288		L1910	AFO POS	R40	DAYON,RUFINO		1		C
20	SUPPORT	26-Jul-02	I	OTHER	TEST,DEE	333-22-434	1290		A4254	BATTERY	910 A	DAYON,RUFINO		1		C
21	SUPPORT	1-Aug-02	I	STOCK IS	TEST,DEE	333-22-434	1291	LANCETS	A4259	LANCETS	910 A	DAYON,RUFINO		542.5	25	C
22	SUPPORT	7-Aug-02	I	STOCK IS	BOP,BAB	101-12-275	1292	EYEGLAS	V2025	EYEGLAS	600 1	DAYON,R	AUG 14, 2	40	1	C
23	SUPPORT	12-Aug-02	I	STOCK IS	BOP,BAB	101-12-275	1293	EYEGLAS	V2025	EYEGLAS	600 1	DAYON,RUFINO		34.33333	1	C
24	CORKWEI	13-Aug-02	X	STOCK IS	BOP,BAB	101-12-275	1294	SHOE HEI	L3485	SHOE HEI	R50 B	DAYON,RUFINO		25	1	C
25	SUPPORT	13-Aug-02	X	STOCK IS	BOP,BAB	101-12-275	1295	SHOE HEI	L3485	SHOE HEI	R50 B	DAYON,RUFINO		10	1	C
26	SUPPORT	14-Aug-02	I	STOCK IS	BOP,BAB	101-12-275	1296	EYEGLAS	V2025	EYEGLAS	600 1	DAYON,RUFINO		34.33333	1	C
27	SUPPORT	14-Aug-02	I	STOCK IS	BOP,BAB	101-12-275	1297	EYEGLAS	V2025	EYEGLAS	600 1	DAYON,RUFINO		34.33	1	C
28	SUPPORT	19-Aug-02	I	2421	DANGER,	453-89-076	1298	TESTING	V2025	EYEGLAS	600 1	DAYON,RUFINO		23	1	C
29	SUPPORT	18-Sep-02	I	STOCK IS	BOP,BAB	101-12-275	1300	ENTER INI	B9000	ENTER INI	900 K	DAYON,R	SEP 19, 2	1000	1	C

MS Excel

You can now use any of the features of Microsoft Excel to manipulate your data. Notice that you may need to scroll to the right to view all of the columns.

Section 3

Automated Delayed Order Report (DOR)

Overview

Introduction

The **Delayed Order Report (DOR) User Manual** corresponds to Patch RMPR*3*59. This patch provides Prosthetics GUI (graphical user interface) windows for the **Delayed Order Report (DOR)** feature.

Note: ***Using this feature requires basic MS Windows skills.***

The Prosthetics users will be able to do the following with this patch:

- Search for and display manual suspense entries/electronic consult (CPRS order) data by one or all sites.
- Display data using one or multiple statuses (Open, Pending, Cancelled or Closed).
- Use a starting date for Closed and Cancelled records to display data.
- Sort and rearrange the view; display data in a custom view.
- Print the display.
- Convert the display into a Microsoft Excel file (for more sorting capabilities).

Working Days

A delayed order is counted in Working days not Calendar days**. This does NOT include Saturdays and Sundays or Holidays!!!**

Record Status

The ***Status*** column shows the following status types:

1. Open
2. Pending
3. Closed
4. Cancelled

Continued on next page

Status cycle

The ***Initial Action Date*** displays the date of the first action taken on the suspense entry/electronic consult (CPRS order) record. This changes the status from OPEN to PENDING. An order remains in PENDING status until it is fulfilled and then changes to a CLOSED status.

Note: The status can change from OPEN to CLOSED if the order has been fulfilled upon the initial action.

Keep in mind that when creating the first action note, the status changes from OPEN to PENDING and when creating the second or additional action note(s), the status remains PENDING. Only when a record is completed does the status change to CLOSED.

When a complete note is posted, all action has taken place for a requested Prosthetic item or service. When you post the complete note, the status on the record changes from PENDING (if action has previously taken place on the request) or OPEN to a CLOSED status.

Work Days, not Calendar Days

The **Delayed Order Report** displays the number of “Work“ days (**not** Calendar days) from the original date the order was entered as an electronic consult or a suspense entry to the day it is completed. A “Work” day is defined as Monday through Friday.

Note: The calculation subtracts Saturdays and Sundays and Holidays from the number of days the order was entered, even if a CPRS order was written over a weekend. **<u>Holidays are NOT counted</u>.**

Display the DOR Data

Introduction

General steps to view DOR Data

To utilize the **Delayed Order Report (DOR)** data, here is a general set of steps to display DOR data as follows:

1. Select ALL sites by checking the "***Or…All Sites***" checkbox (or you can select a specific site from the drop down list).
2. Enter a Starting Date (defaults to the current date).
3. Select a Status if you want to change the default statuses. The default statuses are set to **Open**, **Pending**, and **Closed**.
4. Enter the SSN range of the patient display (mandatory).
5. Click the **Display** button.

Description

The ***Description*** is a free-text field that is manually entered with approximately 15 characters in length. If you can't view the entire description, you can expand the column by clicking and dragging the borderline to a wider position.

Data displayed

The data that is displayed with this GUI feature includes the following:

Grid Columns:

- Site
- Delayed column (Yes or No)
- Status of the order
- Type of Order – Manual Suspense or Routine (electronic orders via CPRS including Eyeglass, Contact Lens and Home Oxygen orders)
- Station number
- Create Date (Suspense entry date)
- First Action Date – Date that the order was put into PENDING status
- Number of Days that the order has been delayed including columns for: 0-5, 6-9, 10-29, 30-90, and 90+ columns
- Link information – linked message(s) to the order record
- Brief description
- Patient name
- Social Security Number

Fields:
Selection Result Totals (near bottom of window) include:

- ➢ Total records found
- ➢ Total delayed records by calculation
- ➢ Percent delayed records by calculation

Select a Site(s)

Select Site

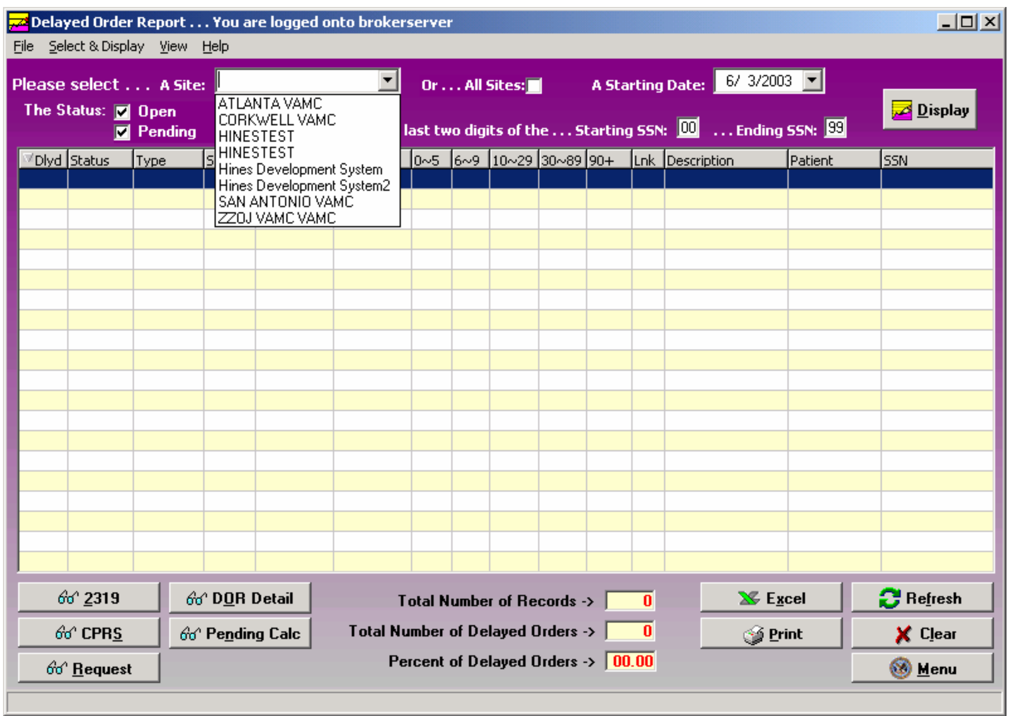
The first thing you must do to view the DOR is to select a site for the records that you want to display. If you are a multi-site facility, you will be able to select the specific site you want to view via the drop down box. <u>**Recommendation:**</u> It is highly recommended that you select the "***Or…All Sites***" checkbox.

Steps

To begin the process to display the DOR data, follow this first step:

Step	Action
1	Click the "***Or…All Sites***" checkbox to view ALL sites and CBOC data.

DOR window



Select "ALL Sites"

If you want to view all available suspense entries/electronic consult orders including Community Based Outpatient Clinics (CBOC) data, click the **All Sites** checkbox instead of selecting your specific site from the **Site** drop-down list box. This ensures that the display will include all sites. For example, the Kenosha, Wisconsin CBOC will not display when the Milwaukee site is selected only. These records display when the **All Sites** checkbox is selected.

Select a Starting Date

Date/Calendar

Note the ***Starting Date*** defaults to the current date. You can change this date. Enter a ***Starting Date*** by clicking on the drop-down list box. A calendar displays with the current date circled in red and shown at the bottom of the calendar. You can accept the current date by clicking on it.

Steps

To continue to display the DOR data, follow this step:

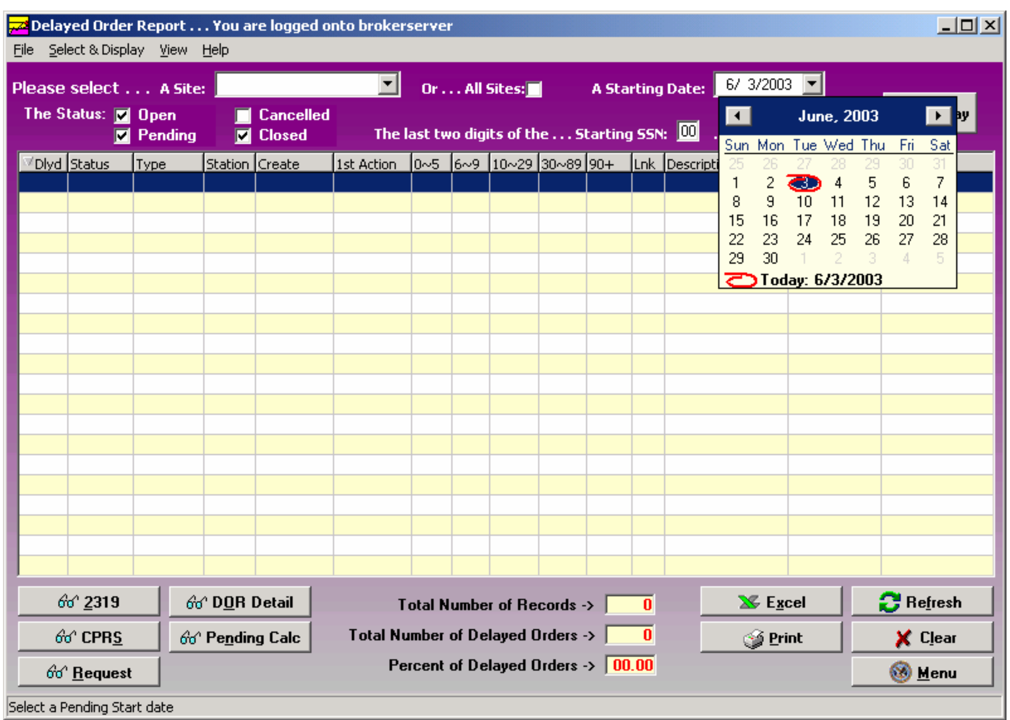
Step	Action
2	Enter a Starting Date (defaults to the current date).

Date

You can change the date by the following methods:

Change the…	Description
Day	Click on the actual day of the week in the calendar.
Month	Click on the month at the top of the calendar to display a list of all months and select one. Or you can decrease or increase one month at a time by clicking the left or right arrows.
Year	Click on the year and an up and down arrow button displays for you to increase or decrease the year.

Starting date calendar



Select a Status

Status

You can view **Open**, **Pending**, **Closed** or **Canceled** records by clicking the checkbox for one or all of these options. The default statuses that are already checked are: **Open**, **Pending** and **Closed**. You can click in these boxes to uncheck any status.

Steps

To continue to display the DOR data, follow this step:

Step	Action
3	Select a Status if you want to change the default statuses.

Status Scenarios

There are a number of combinations that you can choose including the following status scenarios:

Scenario 1: If you select the **Open** and **Pending** statuses, you will view all suspense records/electronic consult records (CPRS orders) available with a status of **Open** and **Pending**.

Scenario 2: The ***Starting Date*** field works with the **Closed** and **Canceled** statuses. If you check either one of these statuses, you can then select the ***Starting Date*** to display these records. (The ***Starting Date*** field that you select plus **Closed** Delayed records for that period does NOT affect the **Open** and **Pending** status record display.)

Scenario 3: If you select all four statuses, you will view ALL **Open** and **Pending** records. You will also view the **Closed** and **Canceled** records beginning with the ***Starting Date*** you select ONLY.

Select the SSN Range

SSN fields

You must have an SSN range to view DOR data. There is a **Starting SSN** and an **Ending SSN** field box. This is a range of patient Social Security Numbers by the last two digits. When you enter a range, it will display electronic consults or manual suspense entries within that range.

If your workload is categorized by the SSN for a specific Purchasing Agent, then you can display entries that are assigned by one Purchasing Agent at a time.

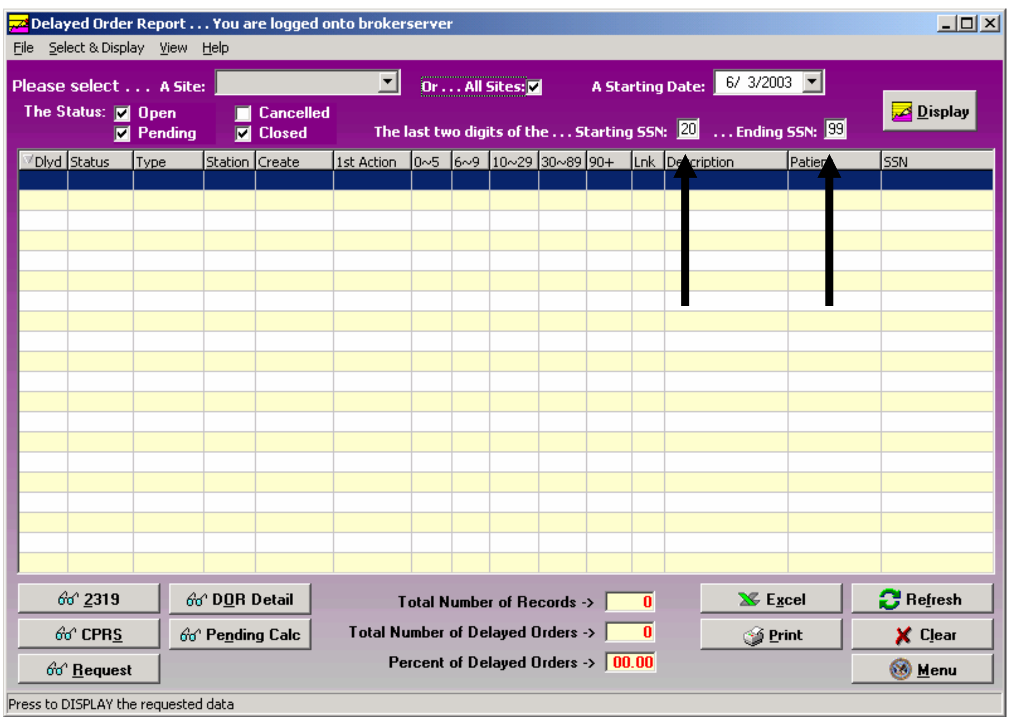
Note: Enter a range of 00 to 99 to view all Purchasing Agents' SSNs for all patients.

Steps

To continue to display the DOR data, follow this step:

Step	Action
4	Enter the SSN range of the patient display (mandatory).

SSN range



Display the Data

Data display

The data displayed are manual suspense and all other consult entries. You'll notice columns with a breakdown of days of 0-5, 6-9, 10-29, 30-89 and 90+ columns.

<u>These columns display the total number of days old by category within the breakdown of the columns. It does NOT display the total number of instances of records (manual suspense entries or electronic consults via CPRS orders)</u>.

Steps

To continue to display the DOR data, follow this step:

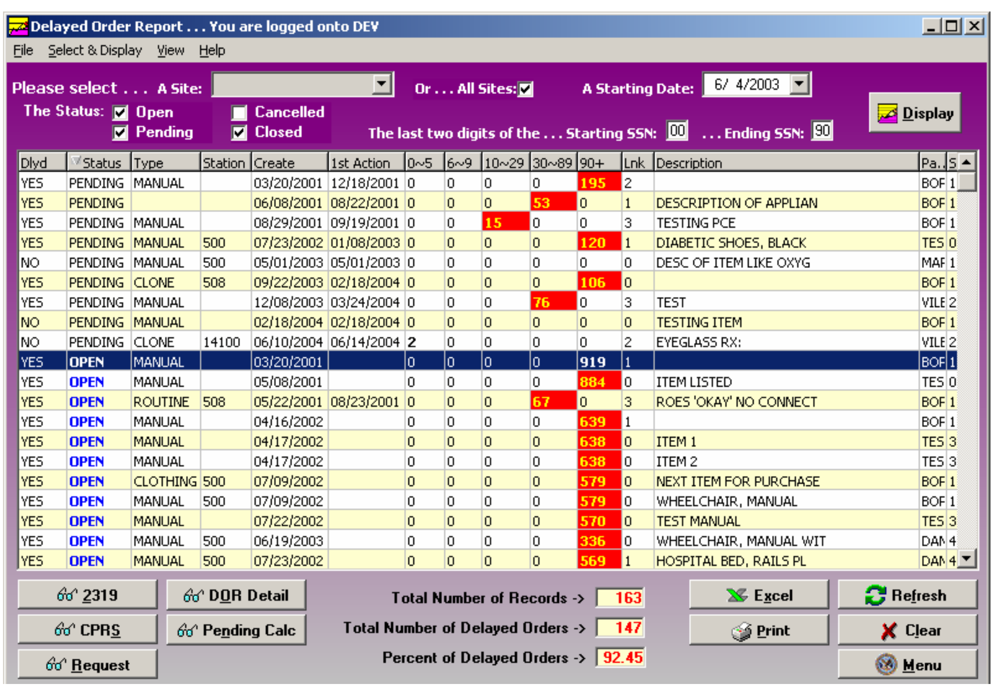
Step	Action
5	Once you have the desired criteria, click the **Display** button. (You can also double click a record to view the **Request** window.) **<u>Shortcut:</u>** Press the **<Alt>** key + **<D>** key.

Sizing and Sorting columns

Columns are sizable on this window, but not movable. To resize a column, you can place the cursor on the column header borderline until you can view the double-headed arrow. Then click and drag the column until it is the size you want.

To sort the columns, click the column header and the data will redisplay in ascending or descending order. **Note:** Due to some records not having a 1st Action date, sorting by this column will not sort in date order.

Delayed Order Report window



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Display the Data, Continued

Menu, Refresh and Clear buttons

The **Menu** button returns you to the **Prosthetics Main Menu** window where you can open additional applications at the same time. The **Refresh** button resets (recalls) the data if you had made some column sizing changes. It is the same as clicking the **Display** button again. You can use the **Clear** button to blank out the window and start over with new display criteria.

Column titles

Below are the header titles of each column and a description of each.

Column	Description
Dlyd	The **Delayed** column will display either a Yes or No as to whether the record is delayed or not. You can sort on this column by all "Yes" records or all "No" records by clicking on the column.
Status	The **Status** of the record is either Open, Pending, Closed or Cancelled. Records with an Open status are shown in blue.
Type	This is the **Type** of record **-** Manual Suspense entry or Routine Consult (electronic orders via CPRS including Eyeglass, Contact Lens and Home Oxygen orders).
Station	This is the **Station Identifying number**.
Create	The **Create date** is the date that the record was created.
1st Action	The **First Action date** is the date that initial action was taken on the request and the status changed from Open to Pending.
0-5	The number of days (0-5) that an order record is **not** delayed.
6-9; 10-29; 30-89; 90+	These columns of number ranges designate the number of Workdays within these ranges that a request has been delayed. **This does NOT include Saturdays and Sundays nor Holidays.** This also designates that the record is in a Pending status. Any record over 5 days is highlighted in red with yellow numbers. **Note:** The numbers listed in each row for a record designate the <u>number of days NOT the number of record instances</u>.
Lnk	The **Link** column designates how many items that were linked to that record. It could be a zero or a number. Note that if the status is **Closed**, and there is a zero in the Link column, then those records were never linked.
Description	This is the **description** of the request.
Patient	The **patient name** is displayed.
SSN	The **Social Security Number** for the patient is displayed.

Yellow and Red fields

Records that have a delayed date beyond 5 days will have the number of days in yellow and the block will be highlighted in red.

Records with 0-5 days will have the number shown in bold print.

View DOR Calculation Detail

DOR Detail button

You can view the DOR calculation detail for the range of consults and manual suspense entries that you displayed. When you select the **DOR Detail** button, it doesn't matter what status is checked because the calculation looks at all the **Open**, **Pending** and **Closed** records from the starting date you selected.

Number of MANUALS

You can view the total number of *Manual* suspense entries that are in **Open**, **Pending** or **Closed** status. Those in the 6-9 or higher columns show the ones that are Delayed.

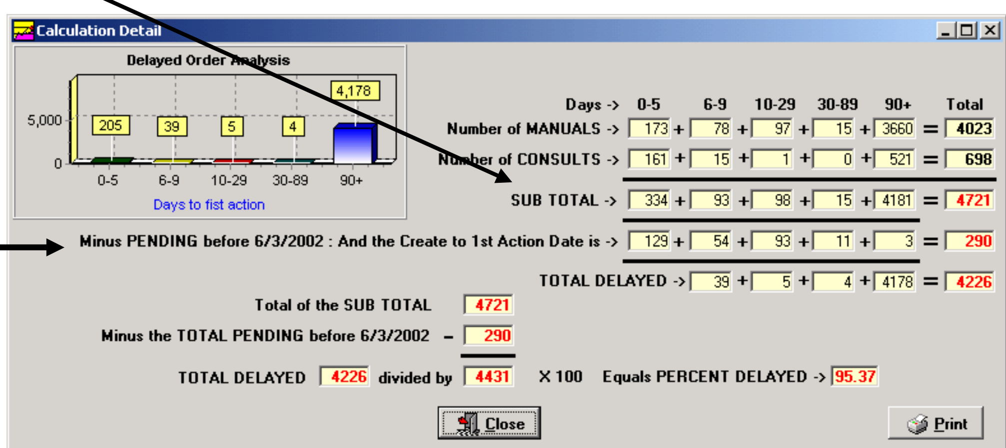
Number of CONSULTS

You can view the total number of electronic Consults (that were not entered manually) that are in **Open, Pending** or **Closed** status and have not had any action taken on them. Those in the 6-9 or higher columns show the ones that are Delayed.

SUB TOTAL

The **SUB TOTAL** row totals the number of *Manual* suspense entries + the total number of all other consults.

DOR Calculation Detail window



Minus PENDING

This row displays the number of consults that have had an initial action taken on it (starting with the date you selected in the calendar for the starting date which is shown here by 1/1/2003) and put into a **Pending** status.

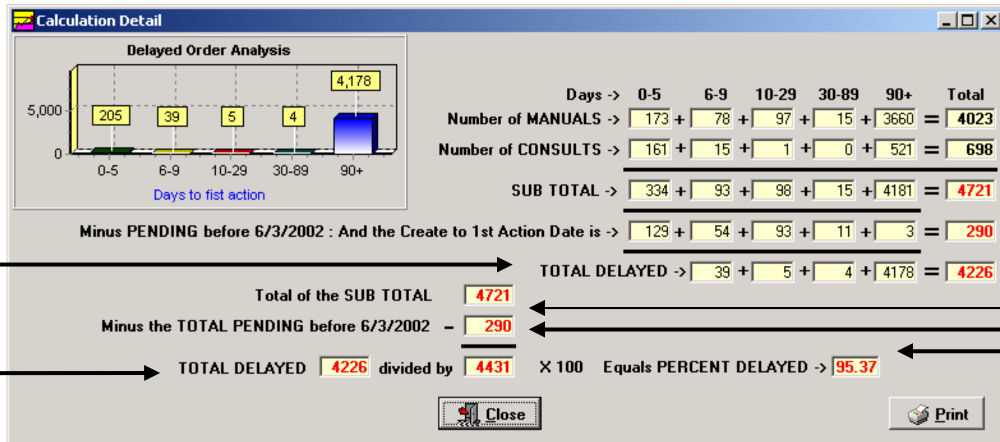
This number is subtracted from the subtotal for the **Total Delayed** row below that.

Continued on next page

TOTAL DELAYED

The **TOTAL DELAYED** is calculation that adds the total number of *Manual* Suspense records + the total number of all other consults and subtracts the number of consults in a **Pending** status (Pending from before the Start Date selected).

DOR Calculation Detail window



Total of Sub Total

The **Total of the Sub Total** field includes: 1) the total from the **Sub Total** above (third row), 2) all totals of *Manual* Suspense entries and 3) all other electronic consults.

Minus Total Pending

The next row shows the calculation for the Total consults minus the **Pending** consults from the starting date that you selected.

TOTAL DELAYED

The **TOTAL DELAYED** field is shown.

This displays the Total Delayed from the grid above (any greater than 5 days delayed) divided by (the result of the total Sub Total minus Total Pending as of 1/1/03) and multiplied by 100. This is the percentage delayed.

Percent Delayed

The final calculations above, this equals the **Percent Delayed** (shown as 95.37%).

Continued on next page

View DOR Calculation Detail, Continued

Scenarios below

The scenarios below describe different timelines when orders are received at different times of the month and if they are delayed. Then it will explain which month's Calculation Report where the data will appear.

Scenario 1

An order is received on Tuesday, June 3rd and is changed to **Pending** or **Closed** status on Friday, 6/6. This is not a delayed order and would appear in the June Calculation Report as an order received.

Scenario 2

An order is received on Tuesday, 6/3 and is changed to **Pending** or **Closed** on Wednesday, 6/20. This is a delayed order and would be included in the June Calculation Report as a delayed order.

Scenario 3

An order is received on Thursday, 6/26 and is changed to **Pending** or **Closed** on Tuesday, 7/15. This was not a delayed order in June; however the order is included in the June Calculation Report, because it was received in June. Since it took greater than 5 days to change it to **Pending** or **Closed**, it would also be included in the July report as a delayed order and would be included in the calculations.

Scenario 4

An order is received on Thursday, 6/26 and changed to **Pending** or **Closed** on Monday, August 4th. This is not a delayed order in June; however, the order is included in the June Calculation Report, because it was received in June. Since it took greater than 5 days to change it to **Pending** or **Closed**, it would be included in both the July and August report as a delayed order and would also be included in the calculations.

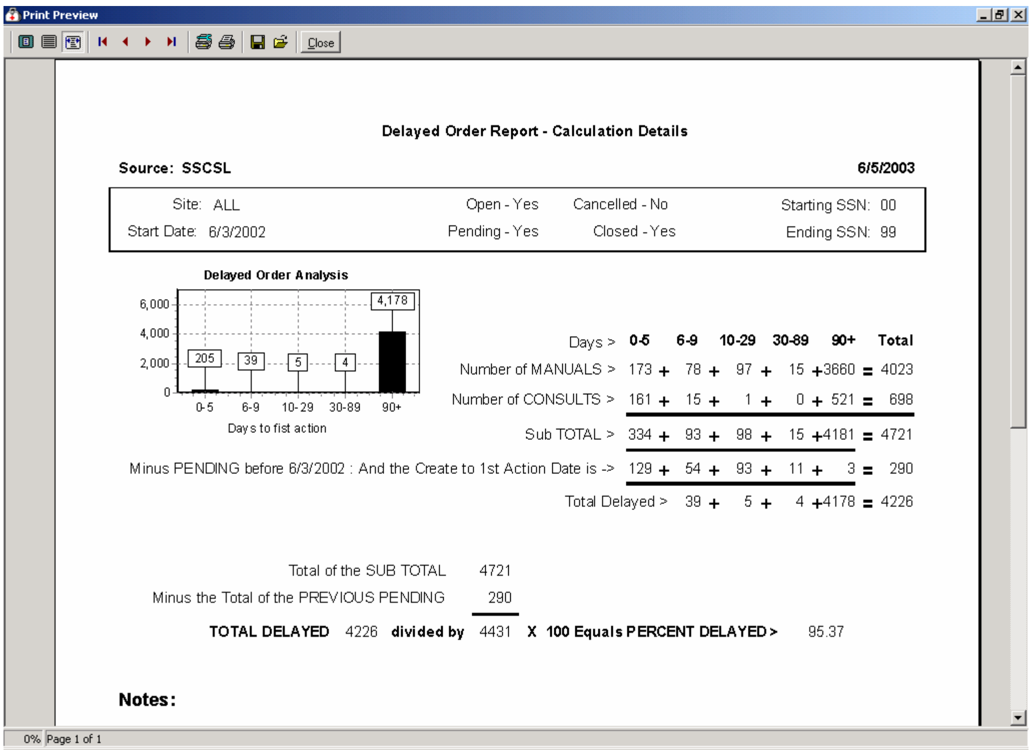
Continued on next page

Print button

You can print the **DOR Calculation Detail** data by clicking the **Print** button. A **Print Preview** pane will display that allows you to zoom in, scroll forward/ backward, print, save the data, or open/load a new report.

Click the **Close** button to return to the **DOR Calculation Detail** window.

Print Preview



View Pending Calculations

Pending Calc Button

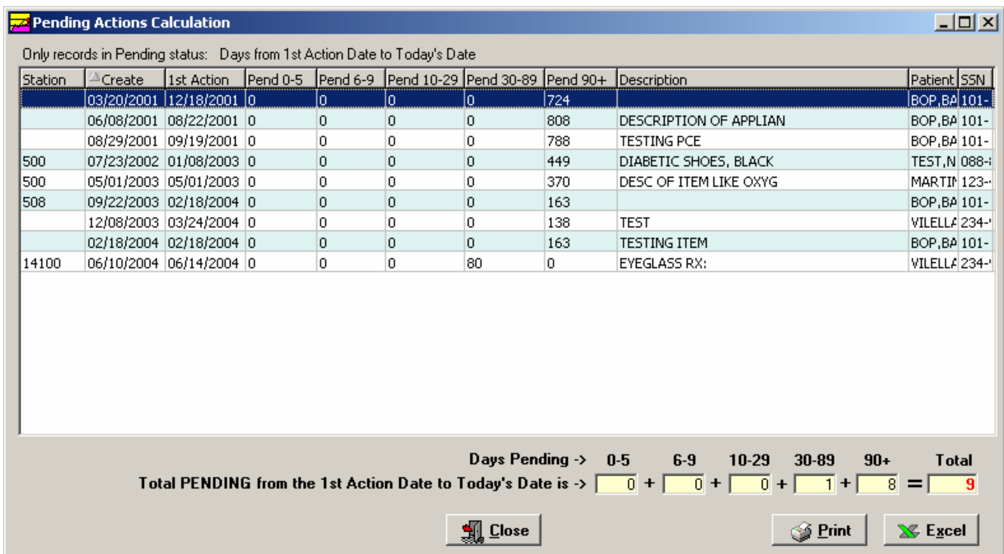
Click on the **Pending Calc** button on the **DOR** window and the window displays based on the selection criteria of this window.

Pending status consults

The **Pending Calculations** window displays the total number of Workdays with the total number of **Pending** records since an initial action was taken on it. These records are categorized into columns by the number of Workdays it has remained in a **Pending** status.

The calculation used to display these **Pending** status records is from the First Action date (not from Creation Date) to the current date. This is a tool to help managers monitor their consults and manual suspense entries that have been **Pending** for an extended period of time.

Pending Calculations



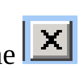
Print button

The **Print** button allows you to print the Pending Action Calculations and will display the **Print** dialog box.

Excel button

You can send this data to MS Excel by clicking the **Excel** button. It will launch the application and display the data at the same time.

Close button

To exit, click the **Close** button or the  button in the top right-hand corner.

View 2319 Information

View 2319 – Patient Demographics

Introduction

The **View 2319** button displays the 10-2319 Prosthetic patient records. The title bar displays the patient name and SSN. Here are the windows of information that you can view from the patient's 2319:

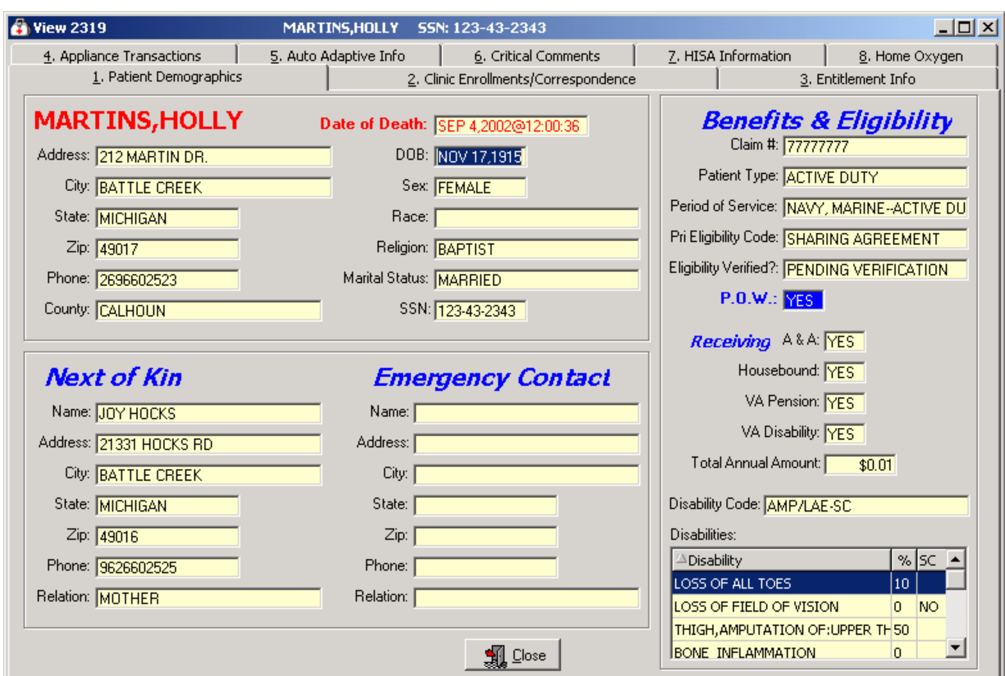
1. Patient Demographics
2. Clinic Enrollments/Correspondence
3. Entitlement Info
4. Appliance Transactions
5. Auto Adaptive Info
6. Critical Comments
7. HISA Information
8. Home Oxygen Items

Note: Use the **<Alt>** key and the number to toggle to different tabs.

Demographics data

You can view the patient demographics for the veteran. This includes: Name (in red if deceased with Date of Death listed above the Date of Birth and the age field will not display), address, next of kin, emergency contact information, veteran benefits and eligibility (former Prisoner of War (highlighted in blue if "Yes"), Aid & Attendance, service connected, non-service connected, etc.).

1. Patient Demographics window



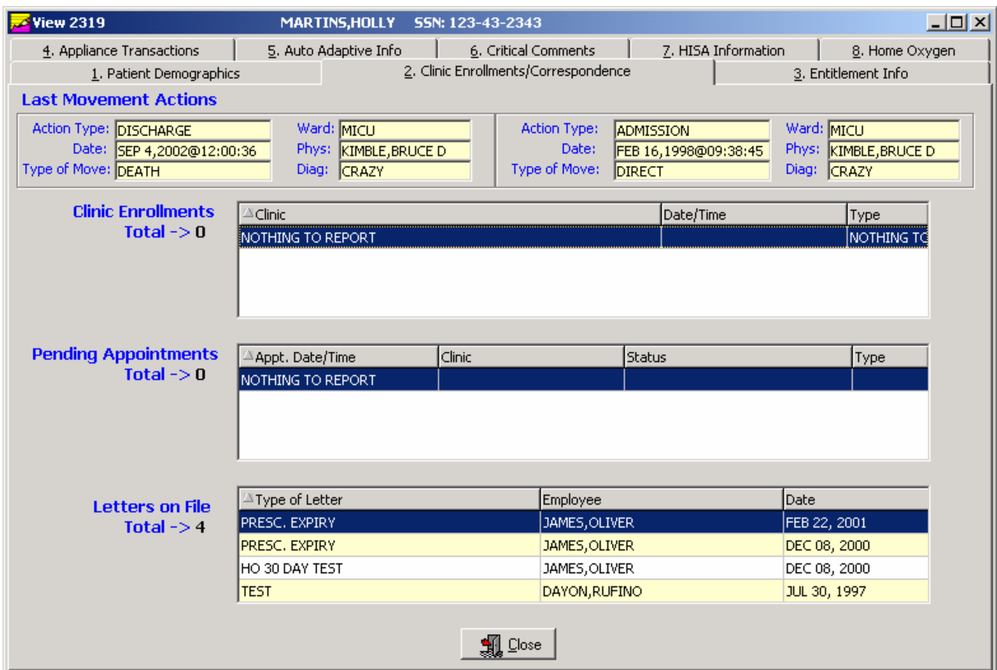
View 2319 - Clinic Enrollments/Correspondence

Window description

This second tab details clinic enrollments and correspondence for the veteran. This includes the following: the last movement actions (i.e., hospital admissions and discharges), clinic enrollments, pending appointments and correspondence letters.

Note: Due to some records not having a 1st Action date, sorting by this column will not sort in date order.

2. Clinic Enrollments/ Correspondence



Exit

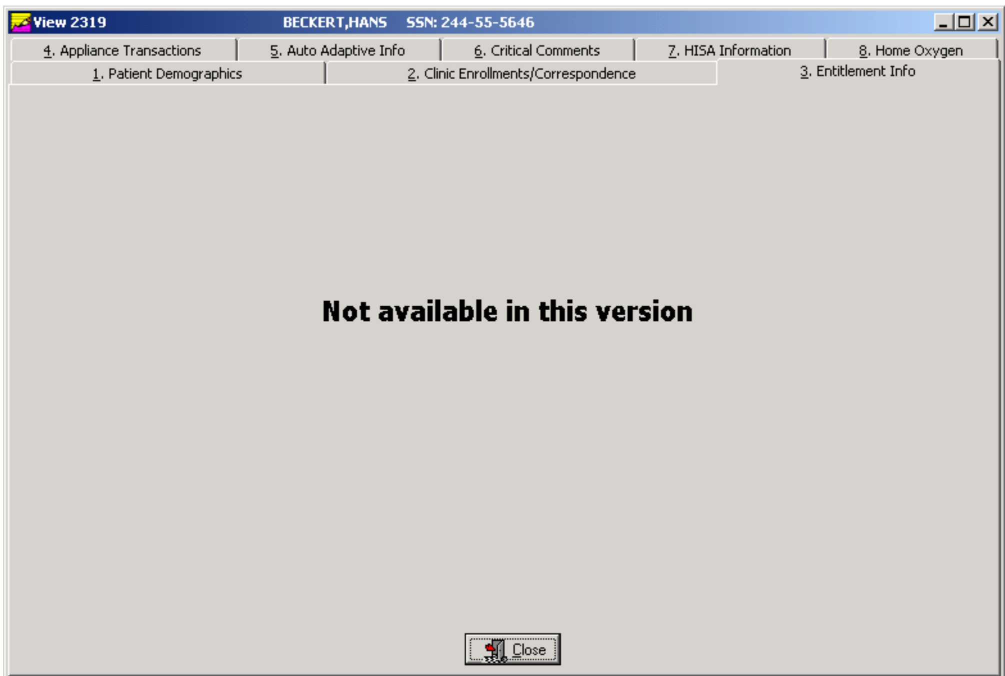
To exit, click the **Close** button or the [X] button in the top right-hand corner.

View 2319 - Entitlement Infor mation

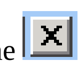
Window description

The third tab details entitlement and loan information for the veteran. This includes the following: PSC Issue Card, clothing allowance, items on loan, and items returned.

3. Entitlement Info



Exit

To exit, click the **Close** button or the  button in the top right-hand corner.

View 2319 – Appliance Transactions

Appliance Transactions

The **Appliance Transactions** tab of the **View 2319** window displays all transaction history for a veteran. The ***Date*** column is the date of the PO. Columns are re-sizable on this window (not movable). The total records found displays at the bottom.

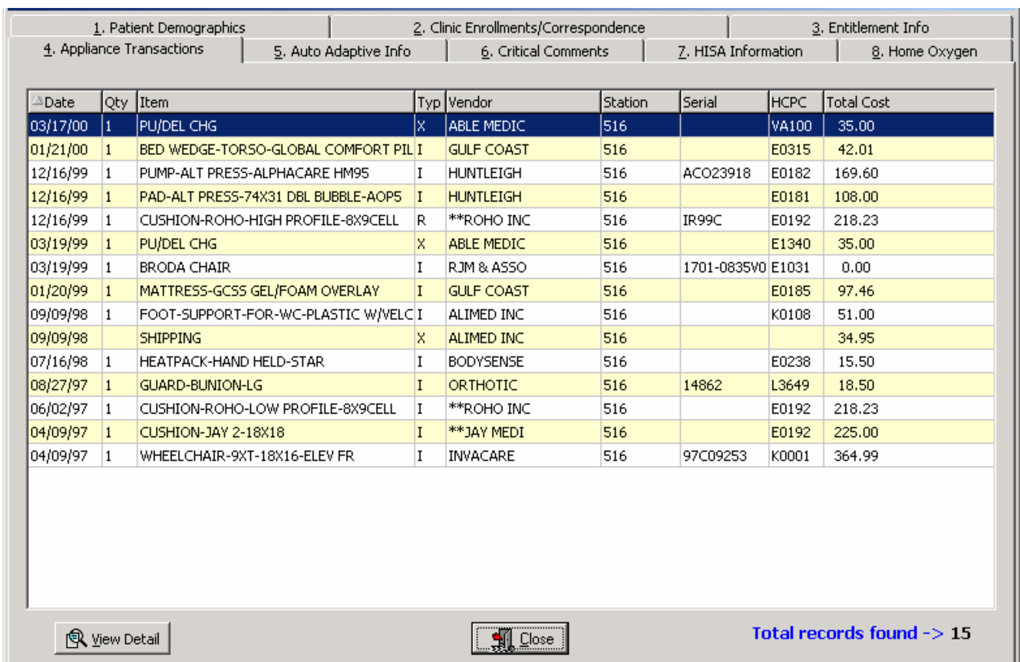
Note: Due to some records not having a 1st Action date, sorting by this column will not sort in date order.

Steps

To view the Appliance Transactions detail, follow these steps:

Step	Action
1	Select a transaction by clicking on it to highlight it.
2	Click the **View Detail** button below to display the appliance details. (You can also double click a record to view the details.)

4. Appliance Transactions



Date	Qty	Item	Typ	Vendor	Station	Serial	HCPC	Total Cost
03/17/00	1	PU/DEL CHG	X	ABLE MEDIC	516		VA100	35.00
01/21/00	1	BED WEDGE-TORSO-GLOBAL COMFORT PIL	I	GULF COAST	516		E0315	42.01
12/16/99	1	PUMP-ALT PRESS-ALPHACARE HM95	I	HUNTLEIGH	516	ACO23918	E0182	169.60
12/16/99	1	PAD-ALT PRESS-74X31 DBL BUBBLE-AOP5	I	HUNTLEIGH	516		E0181	108.00
12/16/99	1	CUSHION-ROHO-HIGH PROFILE-8X9CELL	R	**ROHO INC	516	IR99C	E0192	218.23
03/19/99	1	PU/DEL CHG	X	ABLE MEDIC	516		E1340	35.00
03/19/99	1	BRODA CHAIR	I	RJM & ASSO	516	1701-0835V0	E1031	0.00
01/20/99	1	MATTRESS-GCSS GEL/FOAM OVERLAY	I	GULF COAST	516		E0185	97.46
09/09/98	1	FOOT-SUPPORT-FOR-WC-PLASTIC W/VELC	I	ALIMED INC	516		K0108	51.00
09/09/98		SHIPPING	X	ALIMED INC	516			34.95
07/16/98	1	HEATPACK-HAND HELD-STAR	I	BODYSENSE	516		E0238	15.50
08/27/97	1	GUARD-BUNION-LG	I	ORTHOTIC	516	14862	L3649	18.50
06/02/97	1	CUSHION-ROHO-LOW PROFILE-8X9CELL	I	**ROHO INC	516		E0192	218.23
04/09/97	1	CUSHION-JAY 2-18X18	I	**JAY MEDI	516		E0192	225.00
04/09/97	1	WHEELCHAIR-9XT-18X16-ELEV FR	I	INVACARE	516	97C09253	K0001	364.99

Exit

To exit, click the **Close** button or the X button in the top right-hand corner.

Continued on next page

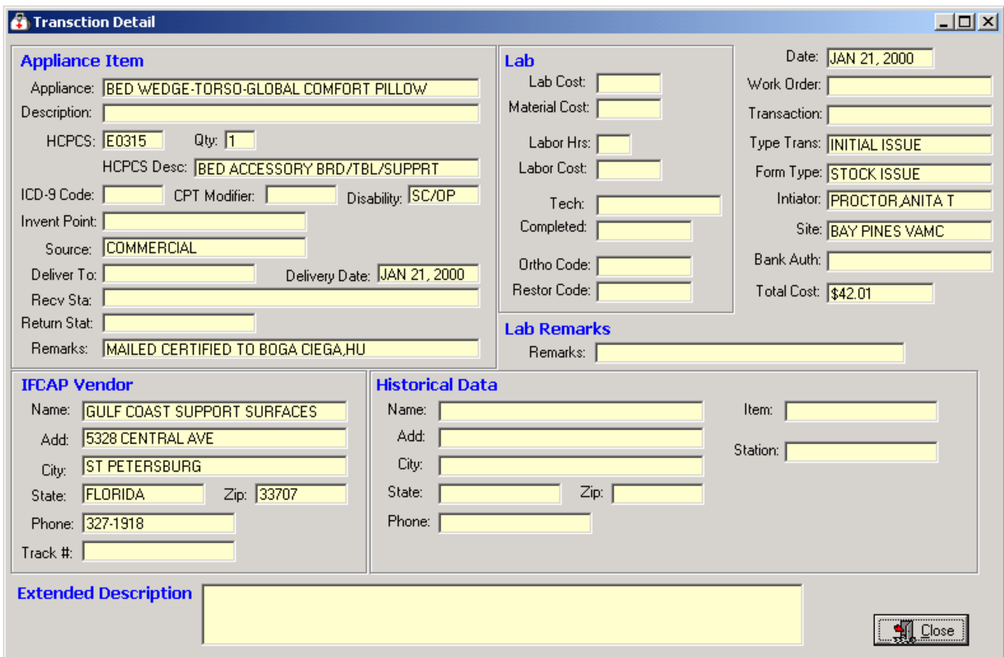
View 2319 – Appliance Transactions, Continued

Steps

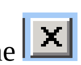
To continue to view the Appliance Transactions detail, follow these steps:

Step	Action
3	The **Transaction Detail** window is shown below.
4	Click the Close button to return to the **Appliance Transaction** window.

Appliance Transaction Detail



Exit

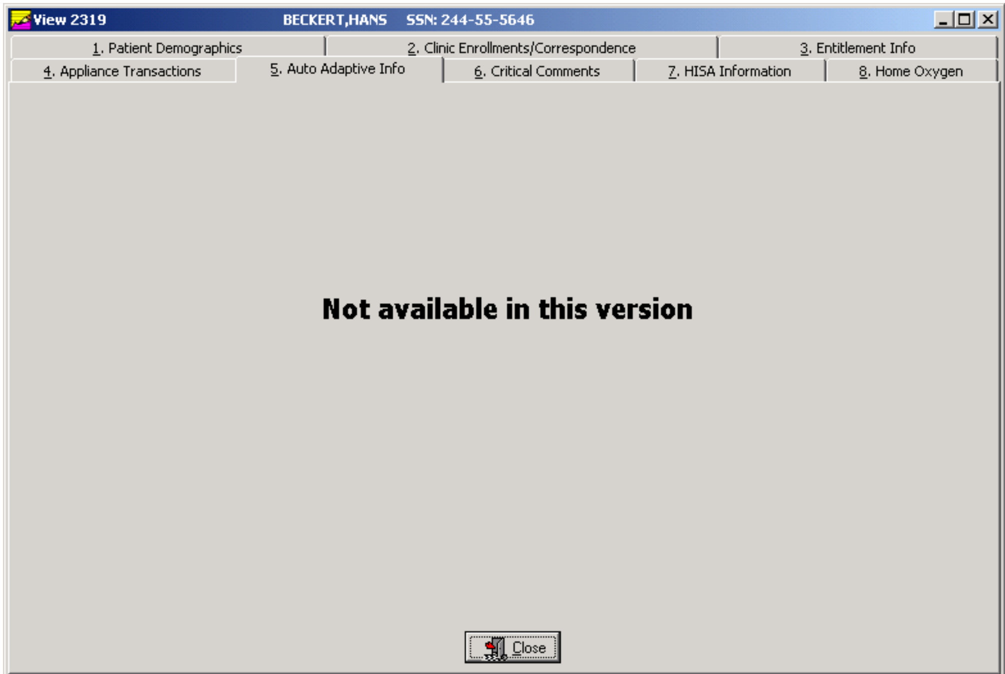
To exit, click the **Close** button or the  button in the top right-hand corner.

View 2319 – Auto Adaptive Info

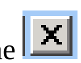
Window description

The fifth tab details the Auto Adaptive information.

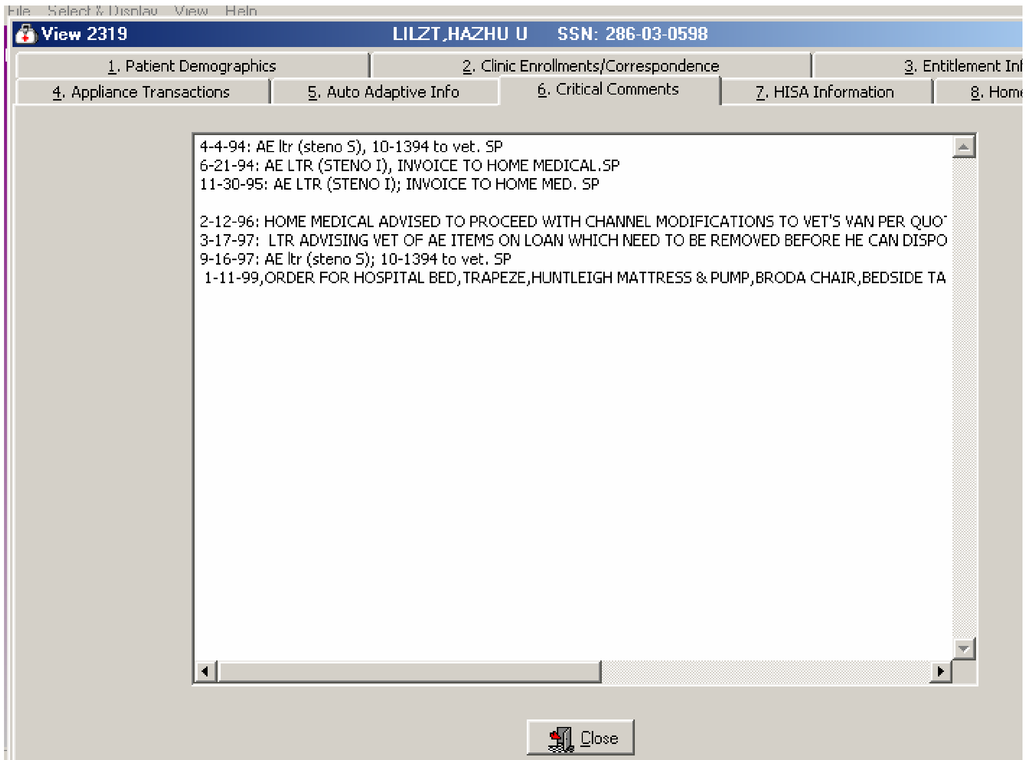
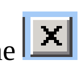
5. Auto Adaptive Info



Exit

To exit, click the **Close** button or the  button in the top right-hand corner.

View 2319 - Critical Comments

Window description	The sixth tab details any critical comments recorded for the veteran.
6. Critical Comments	
Exit	To exit, click the **Close** button or the  button in the top right-hand corner.

View 2319 – View HISA Information

Window description

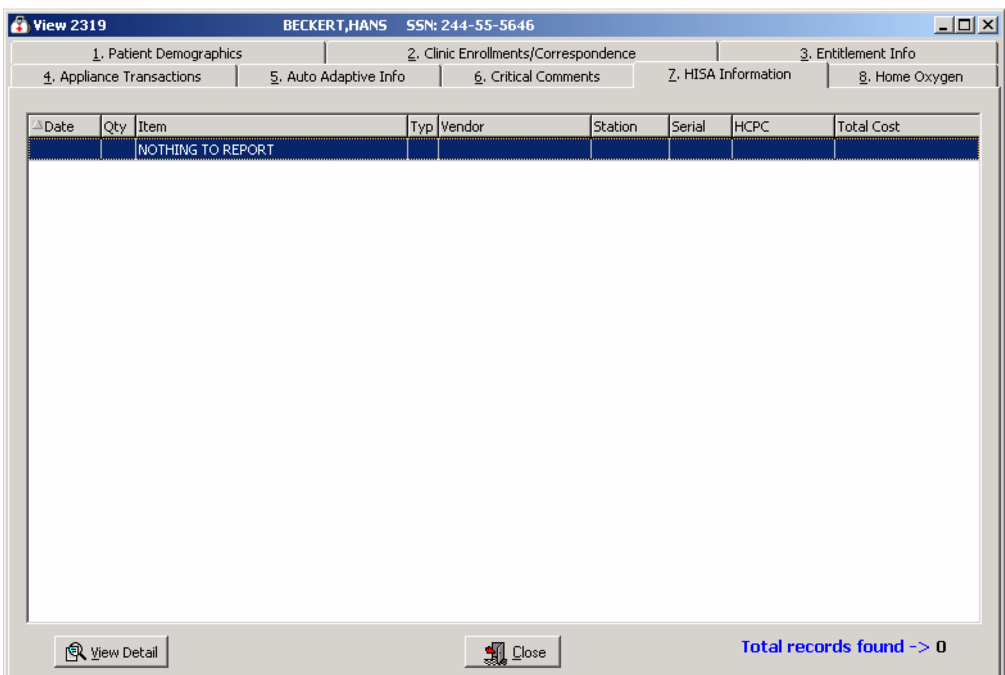
The seventh tab details the HISA (Home Improvement Structural Alteration) information including the date, quantity, item, type, vendor, station number, serial, HCPCS Code and cost of the item ordered.

Note: "*HISA Information*" is the new name for this window; it used to be "*Add/Edit Disability Codes*."

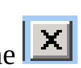
Note: Due to some records not having a 1st Action date, sorting by this column will not sort in date order.

Step	Action
1	Select a transaction by clicking on it to highlight it.
2	Click the **View Detail** button below to display the HISA information details. (You can also double click a record to view the details.)

7. HISA Information



Exit

To exit, click the **Close** button or the  button in the top right-hand corner.

View 2319 – Home Oxygen

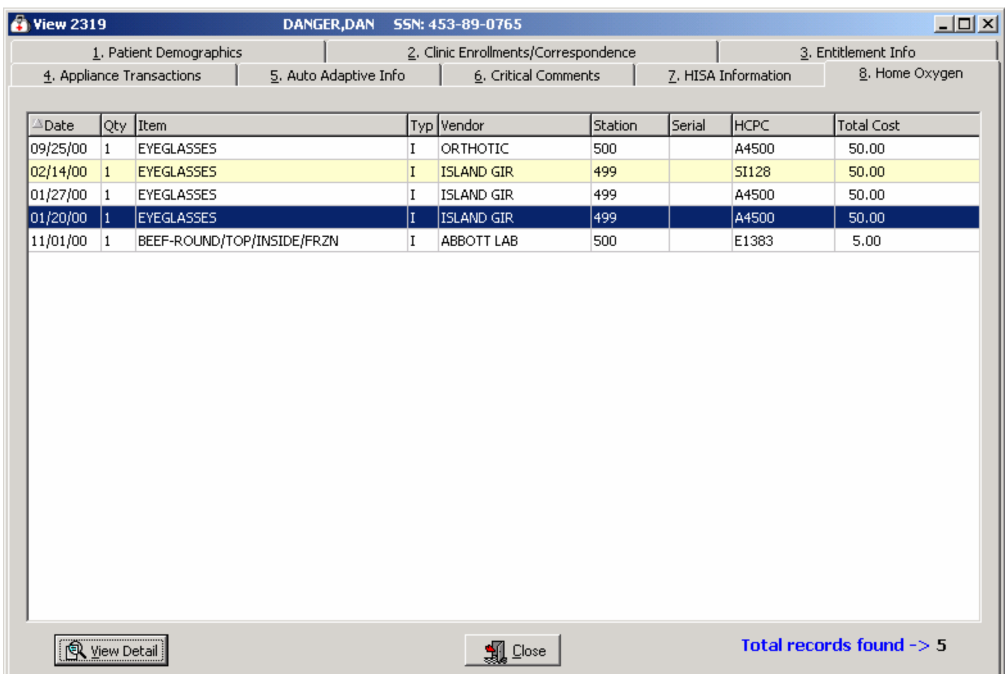
Window description

The eighth tab details the **Home Oxygen** information including the date, quantity, item, type, vendor, station, serial, HCPCS Code, and total cost of the item(s).

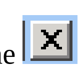
Note: Due to some records not having a 1st Action date, sorting by this column will not sort in date order.

Step	Action
1	Select a transaction by clicking on it to highlight it.
2	Click the **View Detail** button below to display the Home Oxygen information details. (You can also double click a record to view the details.)

8. Home Oxygen



Exit

To exit, click the **Close** button or the  button in the top right-hand corner.

View Detail

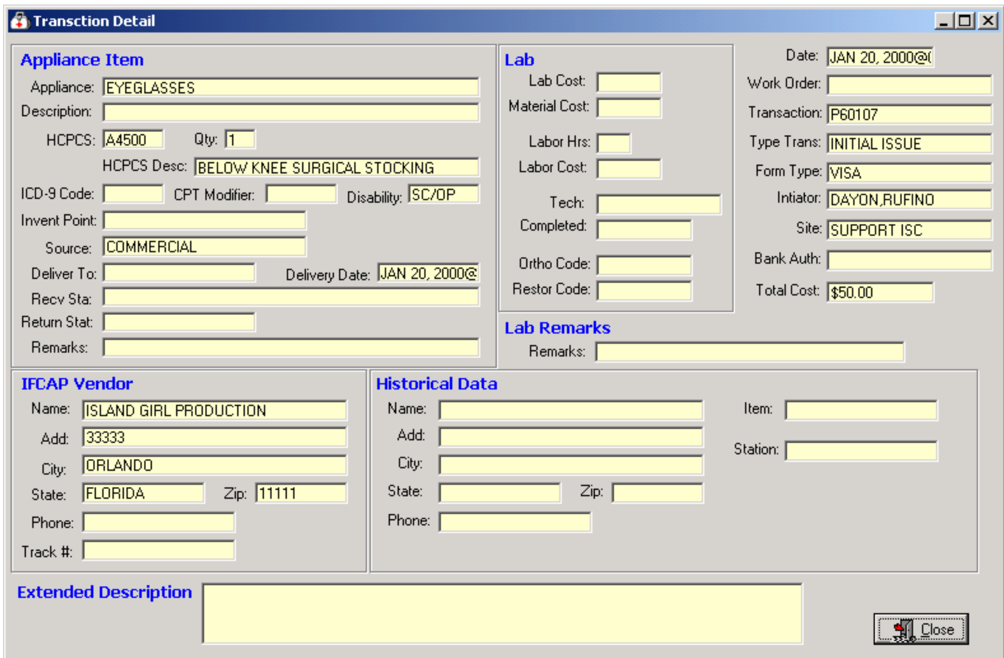
When you select a record and click the **View Detail** button, the following window displays as shown on the next page

Continued on next page

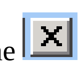
View Detail button

After clicking the **View Detail** button on the **Home Oxygen** window, the following window displays for the patient.

Transaction Detail window



Close button

To exit, click the **Close** button or the  button in the top right-hand corner.

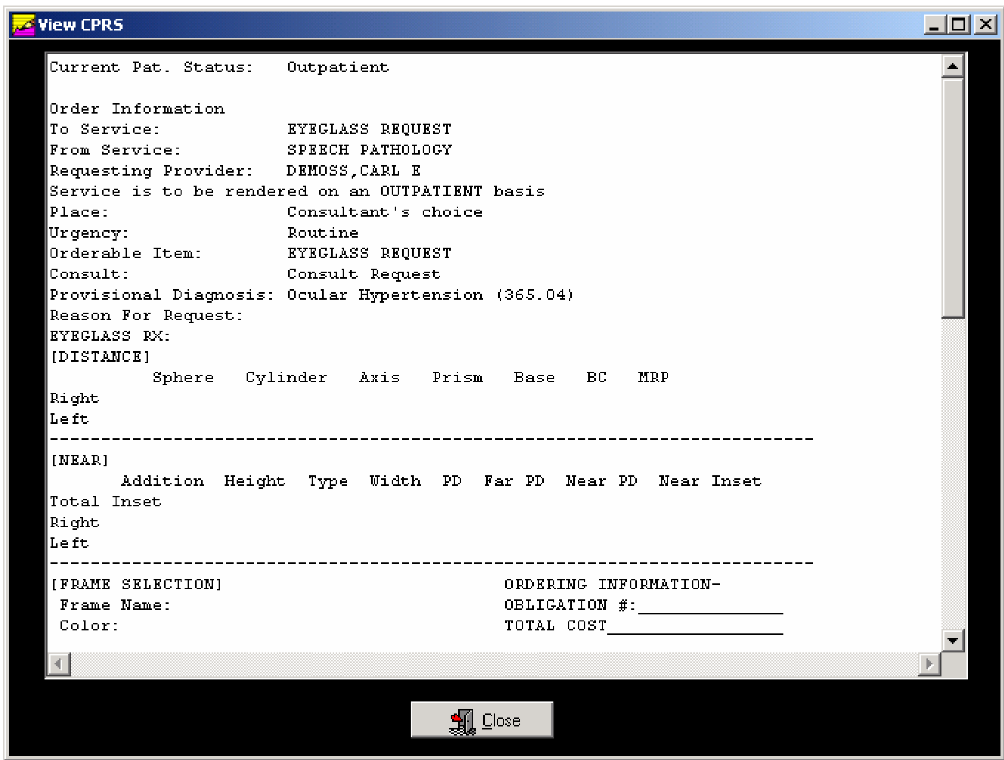
View and Manage the DOR

View CPRS

Function description

The **View CPRS** button from the **DOR** window allows you to view all the consult data on the **View CPRS** window as shown below. This is the same data as in the electronic Consult - **Suspense (SU) Menu** feature where you can enter CD for the CPRS Display.

View CPRS window

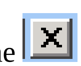


```
View CPRS
Current Pat. Status:   Outpatient

Order Information
To Service:            EYEGLASS REQUEST
From Service:          SPEECH PATHOLOGY
Requesting Provider:   DEMOSS,CARL E
Service is to be rendered on an OUTPATIENT basis
Place:                 Consultant's choice
Urgency:               Routine
Orderable Item:        EYEGLASS REQUEST
Consult:               Consult Request
Provisional Diagnosis: Ocular Hypertension (365.04)
Reason For Request:
EYEGLASS RX:
[DISTANCE]
          Sphere   Cylinder   Axis   Prism   Base   BC   MRP
Right
Left
---------------------------------------------------------------------------
[NEAR]
       Addition  Height  Type  Width  PD  Far PD  Near PD  Near Inset
Total Inset
Right
Left
---------------------------------------------------------------------------
[FRAME SELECTION]                           ORDERING INFORMATION-
 Frame Name:                                OBLIGATION #:_______________
 Color:                                     TOTAL COST__________________

Close
```

Close button

To exit, click the **Close** button or the  button in the top right-hand corner.

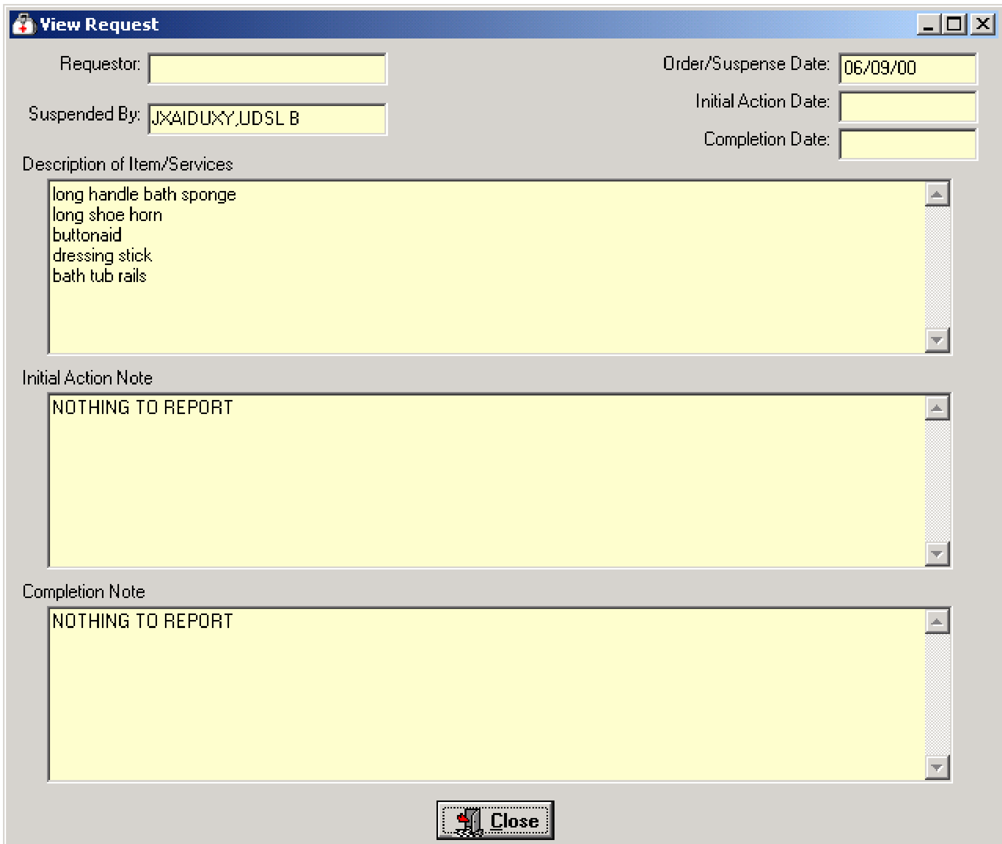
View Request

Function description

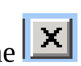
When you click the **View Request** button on the **DOR** window, the **View Request** window displays as shown below. This provides the display of the manual suspense entry for the patient.

Note: You can also double click on a record in the **DOR** window grid to display this **View Request** window.

View Request window



Close button

To exit, click the **Close** button or the  button in the top right-hand corner.

Save as an Excel File

Excel Button

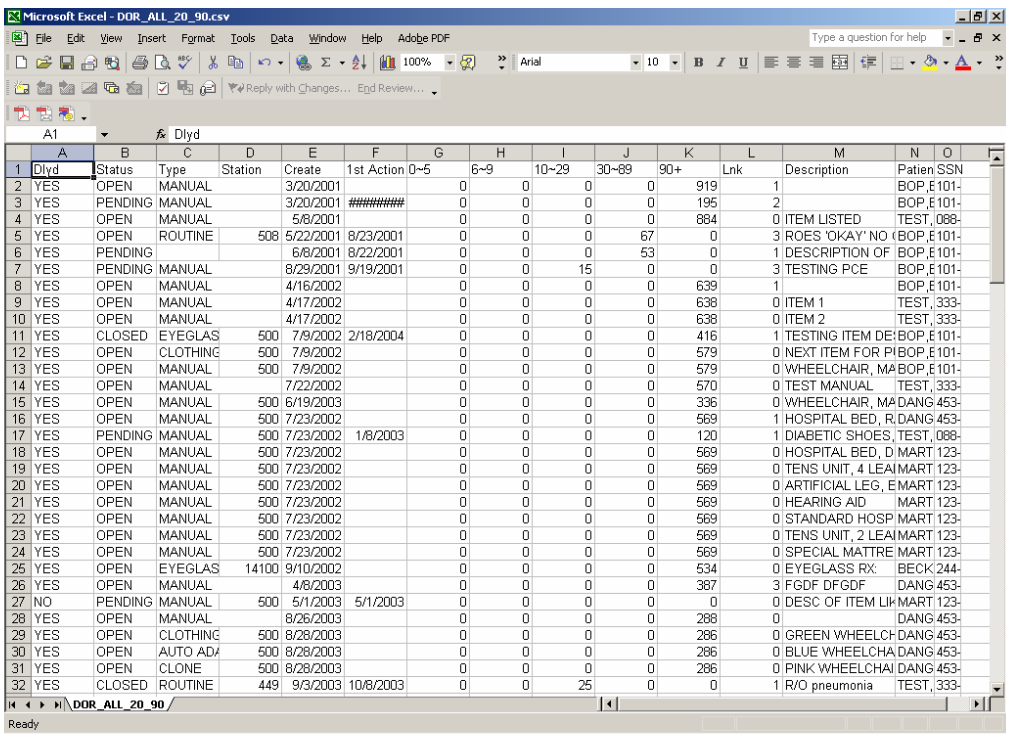
The **<u>E</u>xcel** button on the **DOR** window will automatically launch the Microsoft Excel software program for you. It converts the data that you have selected to display into the Excel file as shown below.

<u>Shortcut</u>: Press the **<Alt>** key + **<X>** key.

This feature creates a temporary Excel **.CSV** file in the C:\NPPDDownLoad folder where the file is temporarily held. The file name is based on the site + the beginning and ending range of the patient's SSN. You can save this as an Excel file using the **Save As** option from the **File** Menu. <u>When you exit the **Prosthetics Main Menu** window (VistA suite), the **.CSV** file will be deleted</u>.

<u>Example</u>: The **DOR_9_50_60.csv** filename includes the Site ID # or "ALL" and SSN range.

MS Excel data



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Dlyd	Status	Type	Station	Create	1st Action	0~5	6~9	10~29	30~89	90+	Lnk	Description	Patien	SSN
2	YES	OPEN	MANUAL		3/20/2001		0	0	0	0	919	1		BOP,E	101-
3	YES	PENDING	MANUAL		3/20/2001	########	0	0	0	0	195	2		BOP,E	101-
4	YES	OPEN	MANUAL		5/8/2001		0	0	0	0	884	0	ITEM LISTED	TEST,	088-
5	YES	OPEN	ROUTINE	508	5/22/2001	8/23/2001	0	0	0	67	0	3	ROES 'OKAY' NO (	BOP,E	101-
6	YES	PENDING			6/8/2001	8/22/2001	0	0	0	53	0	1	DESCRIPTION OF	BOP,E	101-
7	YES	PENDING	MANUAL		8/29/2001	9/19/2001	0	0	15	0	0	3	TESTING PCE	BOP,E	101-
8	YES	OPEN	MANUAL		4/16/2002		0	0	0	0	639	1		BOP,E	101-
9	YES	OPEN	MANUAL		4/17/2002		0	0	0	0	638	0	ITEM 1	TEST,	333-
10	YES	OPEN	MANUAL		4/17/2002		0	0	0	0	638	0	ITEM 2	TEST,	333-
11	YES	CLOSED	EYEGLAS	500	7/9/2002	2/18/2004	0	0	0	0	416	1	TESTING ITEM DE:	BOP,E	101-
12	YES	OPEN	CLOTHING	500	7/9/2002		0	0	0	0	579	0	NEXT ITEM FOR PI	BOP,E	101-
13	YES	OPEN	MANUAL	500	7/9/2002		0	0	0	0	579	0	WHEELCHAIR, MA	BOP,E	101-
14	YES	OPEN	MANUAL		7/22/2002		0	0	0	0	570	0	TEST MANUAL	TEST,	333-
15	YES	OPEN	MANUAL	500	6/19/2003		0	0	0	0	336	0	WHEELCHAIR, MA	DANG	453-
16	YES	OPEN	MANUAL	500	7/23/2002		0	0	0	0	569	1	HOSPITAL BED, R.	DANG	453-
17	YES	PENDING	MANUAL	500	7/23/2002	1/8/2003	0	0	0	0	120	1	DIABETIC SHOES,	TEST,	088-
18	YES	OPEN	MANUAL	500	7/23/2002		0	0	0	0	569	0	HOSPITAL BED, D	MART	123-
19	YES	OPEN	MANUAL	500	7/23/2002		0	0	0	0	569	0	TENS UNIT, 4 LEAI	MART	123-
20	YES	OPEN	MANUAL	500	7/23/2002		0	0	0	0	569	0	ARTIFICIAL LEG, E	MART	123-
21	YES	OPEN	MANUAL	500	7/23/2002		0	0	0	0	569	0	HEARING AID	MART	123-
22	YES	OPEN	MANUAL	500	7/23/2002		0	0	0	0	569	0	STANDARD HOSP	MART	123-
23	YES	OPEN	MANUAL	500	7/23/2002		0	0	0	0	569	0	TENS UNIT, 2 LEAI	MART	123-
24	YES	OPEN	MANUAL	500	7/23/2002		0	0	0	0	569	0	SPECIAL MATTRE	MART	123-
25	YES	OPEN	EYEGLAS	14100	9/10/2002		0	0	0	0	534	0	EYEGLASS RX:	BECK	244-
26	YES	OPEN	MANUAL		4/8/2003		0	0	0	0	387	3	FGDF DFGDF	DANG	453-
27	NO	PENDING	MANUAL	500	5/1/2003	5/1/2003	0	0	0	0	0	0	DESC OF ITEM LIK	MART	123-
28	YES	OPEN	MANUAL		8/26/2003		0	0	0	0	288	0		DANG	453-
29	YES	OPEN	CLOTHING	500	8/28/2003		0	0	0	0	286	0	GREEN WHEELCH	DANG	453-
30	YES	OPEN	AUTO AD/	500	8/28/2003		0	0	0	0	286	0	BLUE WHEELCHA	DANG	453-
31	YES	OPEN	CLONE	500	8/28/2003		0	0	0	0	286	0	PINK WHEELCHAI	DANG	453-
32	YES	CLOSED	ROUTINE	449	9/3/2003	10/8/2003	0	0	25	0	0	1	R/O pneumonia	TEST,	333-

MS Excel

You can now use any of the features of Microsoft Excel to manipulate your data. Notice that you may need to scroll to the right to view all of the columns.

Print the data

You can also print the data from Microsoft Excel. Click the **File** Menu and the **Print** option. See next page for more printing information.

Print the DOR

Print the DOR data

You can print the **DOR** data using the **Print** button to send this data to your local printer. You can also click the **File** Menu and the **Print-Request Grid** option, and the **Print** dialog box displays. The layout of the print will be the same as the display.

Shortcut: Press the **<Alt>** key + **<P>** key.

Note: You can select a different printer that you have setup to print the detail.

Landscape default

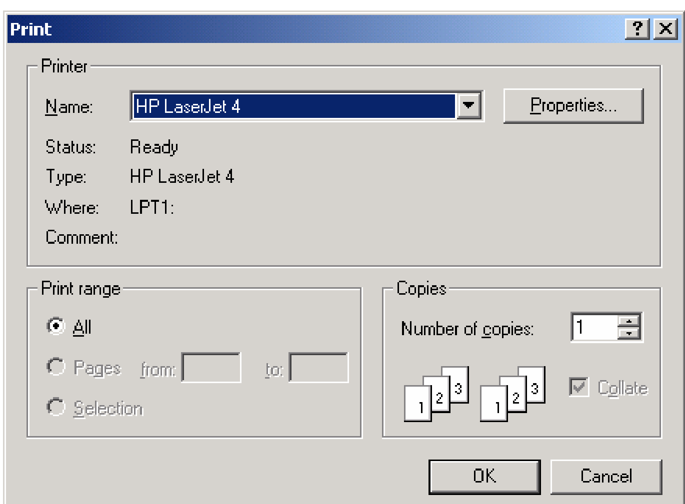
When printing grids, the default is set to print in the **Landscape** format and then returns the printer to the prior state.

Steps

To print the DOR, follow these steps:

Step	Action
1	Click the **Print** button on the **DOR** window.
2	The **Print** dialog box displays.
3	Click the **Properties** button (to the right of the **Name** field) on the **Print** dialog box if you want to change the page orientation of the printout. (Optional)
4	Click the **OK** button.

Print dialog box



Section 4

View Prosthetics Billing Information

Overview

Introduction

This **View Prosthetics Billing Information User Manual** is for Patch RMPR*3*96. This patch provides Prosthetics GUI (graphical user interface) windows for the **View Prosthetics Billing Information** feature.

The Prosthetics and Billing users will be able to do the following with this patch:

- Search for data and display data by a range of dates.
- Sort and rearrange the view; display data in a custom view.
- Print the display.
- Convert the display into a MS Excel file (for complex sorting features).

Audience

These Release Notes are geared towards two audiences. The **VistA Sign-on** window will appear with different functions according to which type of user is accessing the Billing information. The two audiences for this document and the **VistA Sign-on** window include:

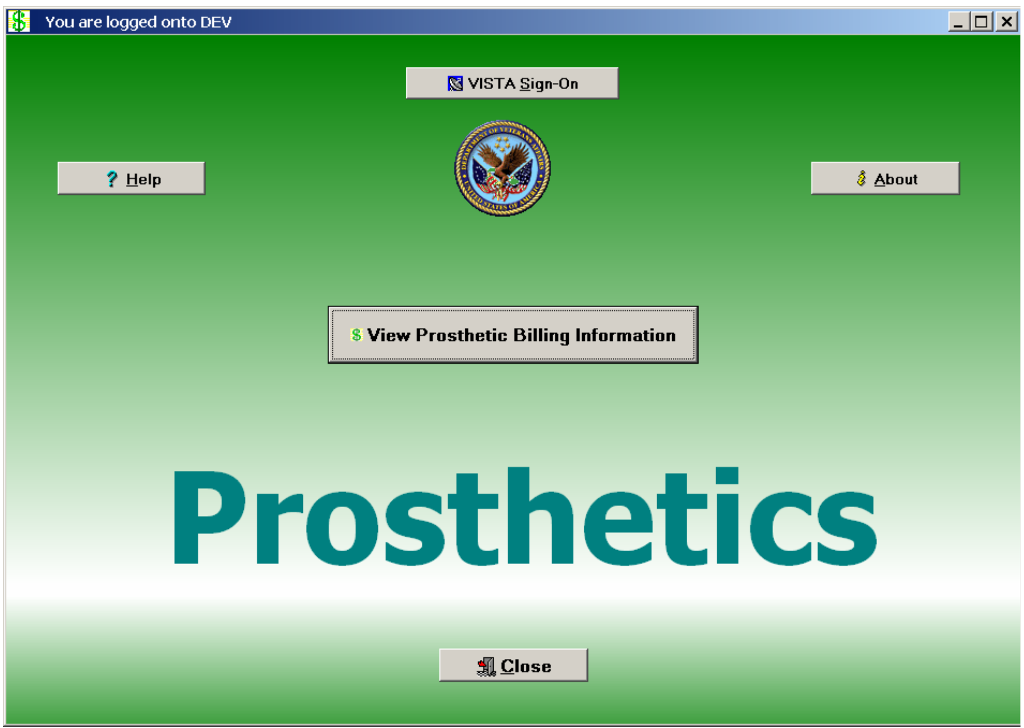
- Billing users – Section 1
- Prosthetics users – Section 2

Data displayed

The data that is displayed on the **View Prosthetics Billing Information** window includes the following:

- Site
- Create Date
- Delivery Date
- Patient name
- Social Security Number
- Insurance
- Coding Errors
- Item Description
- Quantity
- Total Cost
- HCPCS
- HCPCS Description
- ICD9
- ICD9 Description

Billing Main Menu Window

Billing Main windows	Below is the **Prosthetics Main Menu** window where Billing users can first sign-on to VistA (using the **VistA Sign-On** button) and then access the **View Prosthetics Billing Information** window. The Billing users will see a "*green dollar sign*" icon on the desktop to select the Prosthetics feature. **Note:** Please see the **Prosthetics Main Menu User Manual** for more detail information regarding VistA Sign-On instructions.
Prosthetics Main Menu	
Billing button	Click the **View Prosthetics Billing Information** button and proceed to Chapter 3.

Chapter 2 – For Prosthetics Users

Prosthetics Main Menu Window

Prosthetics Main Menu Window	The **Prosthetics Main Menu** window is also where Prosthetics users can sign-on to VistA and then access the **View Prosthetics Billing Information** window. These users also have access to other Prosthetics features. **Note:** To access this application, you will double click on the **Prosthetics VistA Suite** (*medicine bag)* icon on desktop. Please see the **Prosthetics Main Menu User Manual** for more detailed VistA Sign-on instructions.
Billing button	Click the **View Prosthetics Billing Information** button and proceed to the next page.

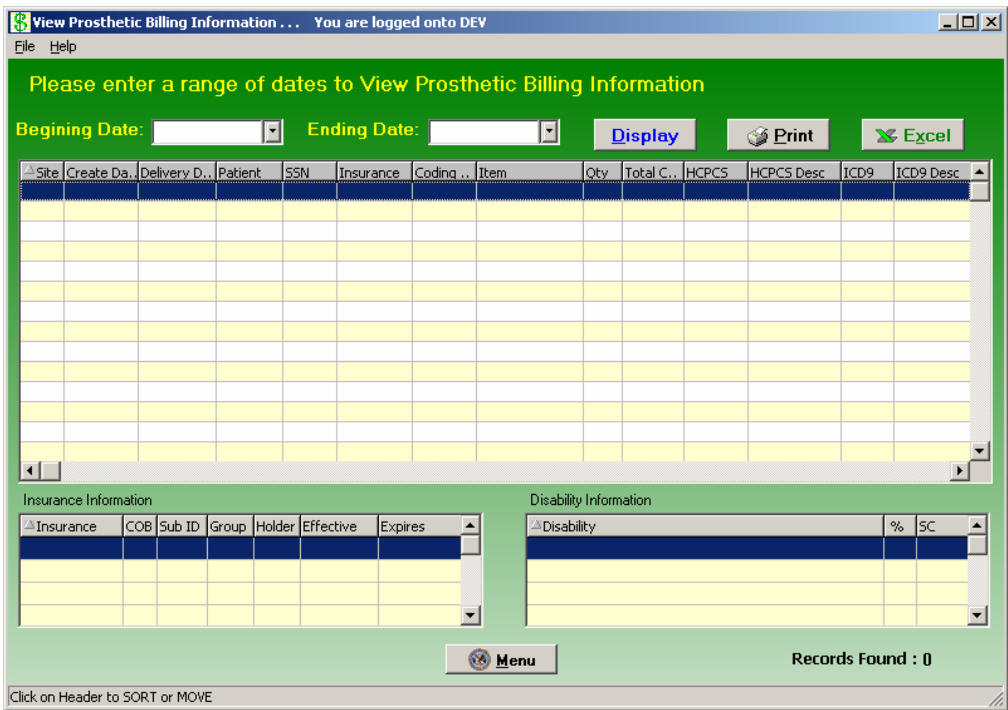
Chapter 3 – View Billing Information Package

View Billing Information Window

Purpose

You can view Prosthetics billing information, insurance information and disability information for specific veteran using the **View Prosthetics Billing Information** window.

View Prosthetics Billing Information main window



Menu button

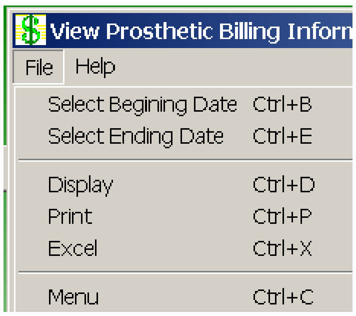
The **Menu** button will close the **View Prosthetic Billing Information** window and return you to the **Prosthetics Main Menu** window.

Enter a Date Range

Date/Calendars

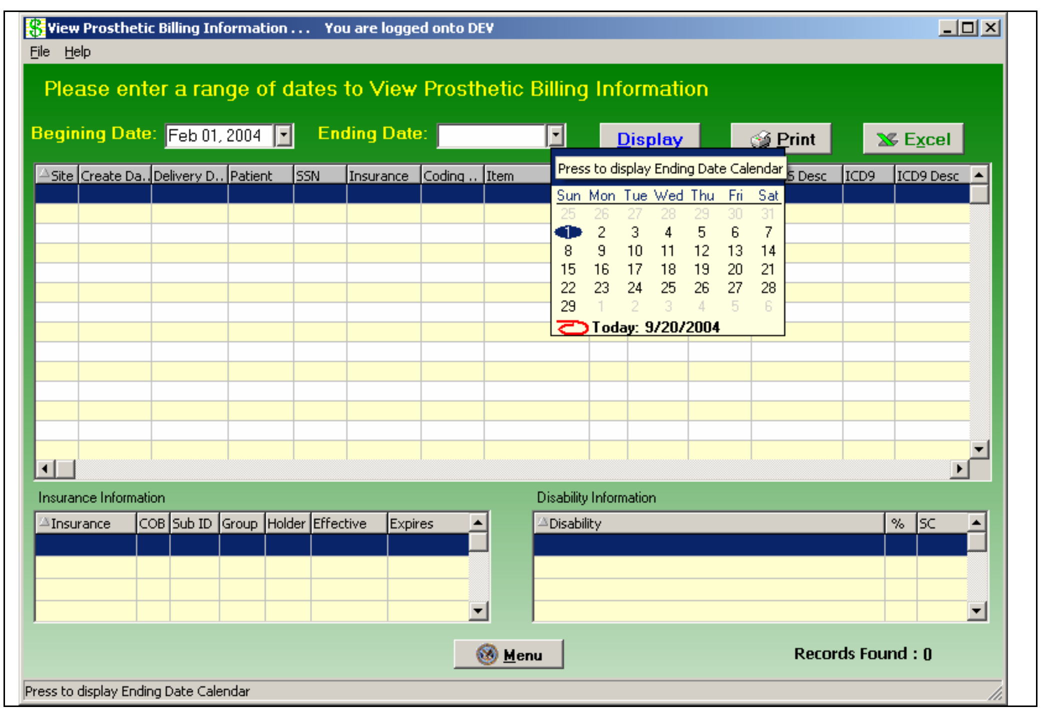
After you have successfully signed on to VistA, and the **View Prosthetic Billing Information** window appears, you must select the date range that you want to view. Enter a **Beginning Date** and an **Ending Date** by clicking on the drop-down list boxes next to the respective fields. A calendar displays as shown below.

Note: The software will sort by the **Create Date** field of the Prosthetics Purchase Order or Stock Issue. It does **not** sort by the **Delivery Date** field (the date paid).



Shortcut: Press the **<Ctrl>** key **+ <B>** key for the Beginning Date and the **<Ctrl>** key + **<E>** key for the Ending Date to display the respective calendars. You can also click the **File** Menu and the **Select Beginning Date** or **Select Ending Date** option from the list.

Calendar for date range selection



Continued on next page

Enter a Date Range, Continued

Selecting a date range

The calendars display with the current date circled in red shown at the bottom of the calendar. You can accept the current date by clicking on it. You can also change the date by the following methods:

Change the…	Description
Day	Click on the actual day of the week in the calendar.
Month	Click on the month at the top of the calendar to display a list of all months and select one from there. You can decrease or increase one month at a time by clicking the left or right arrows.
Year	Click on the year and an up and down arrow button displays for you to increase or decrease the year.

Number of Day Restrictions

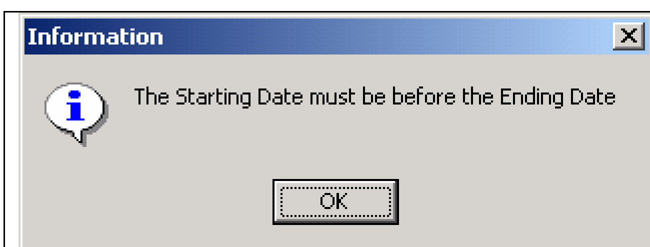
You are restricted to a date range of less than 100 days. If you select a date range outside of this 100 day parameter, the following dialog message box displays:

Date Range Message box

Start Date before End Date

If you accidentally entered an incorrect date range, you will receive a warning message. For instance, if you enter a start date that is after the end date, the message below will display. Click the **OK** button and reselect your date range.

Start/End Date Message



Display the Prosthetics Data

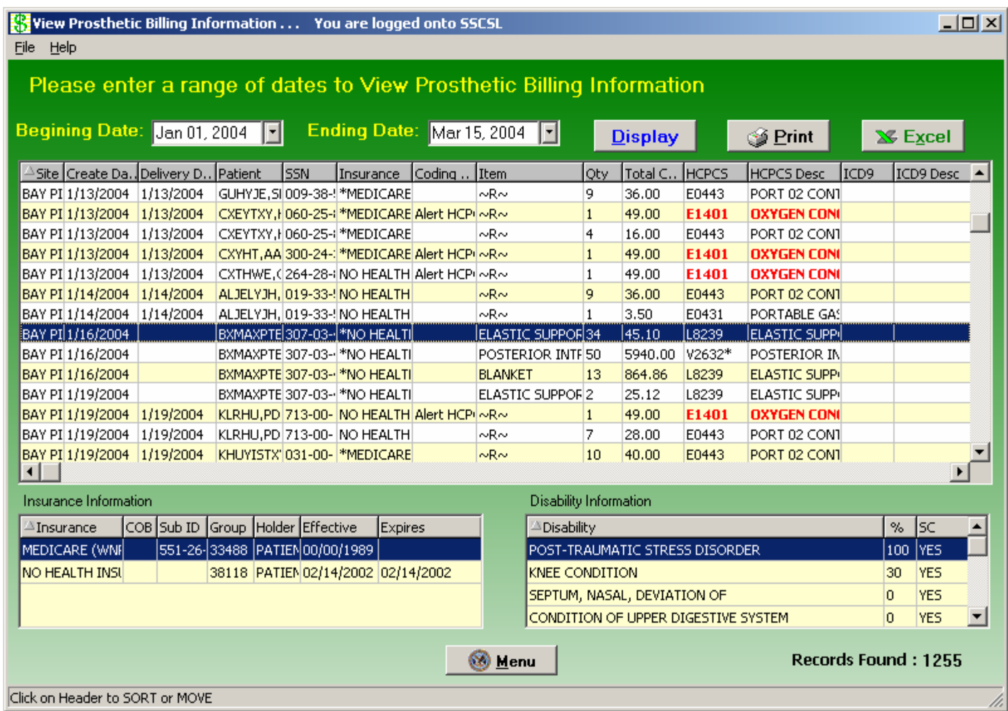
Display the data

Once you have selected the date ranges, click the **Display** button to reveal the data within that date range. (You can also click the **File Menu** and the **Display** option.) A progress bar activates, and the button name changes to "*Searching*" while the system is retrieving records. (A long date range may result in a long search time.)

Recommendation: The larger the date range selected, the greater time it will take to search, sort, and display the data. We recommend that you sort by a short date range (5-10 days) and perform the sort early in the morning or later in the day when your VistA system is less active.

Shortcut: Press the <**Ctrl**> key + <**D**> key.

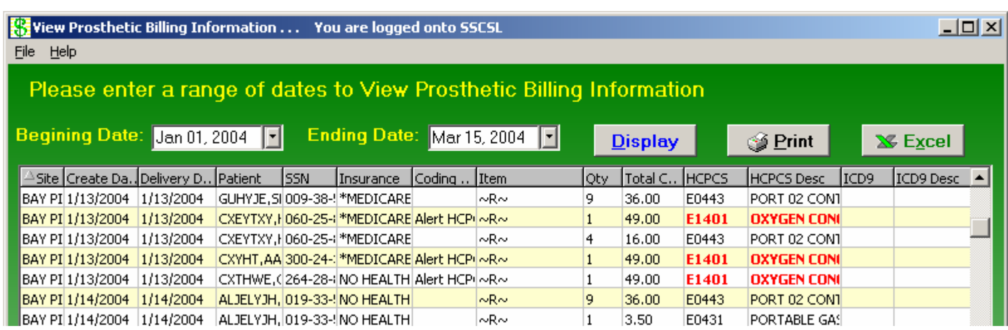
View Prosthetics Billing Information



Change Data Display

Changing the display of the data…	You can manipulate the layout of the view in the **View Prosthetics Billing Information** window for both viewing as well as printing purposes as follows:. • To enlarge a column, click and drag a cell border. • To sort on any column, click on the header to sort it in <u>ascending order</u>. • If you click on the same column again, it will sort it in <u>descending order</u>.
Refresh data	If you have changed the sort order, you can refresh your data by clicking the **<u>D</u>isplay** button again. **<u>Note</u>:** Refresh does not reset any column resizing that has been done.

View Column Descriptions - Site, Dates and Patient Data

Site	The **Site** column displays the VA facility where the veteran was treated and where the Prosthetics transaction was created.
Create Date	The **Create Date** is the date the transaction (Purchase Order or Stock Issue) was created and posted to the Prosthetic veteran's record (2319).
Delivery Date	If the **Delivery Date** field is blank, this indicates that Prosthetics has **NOT** paid the item; therefore an assumption is made that the veteran may not have received the item. The **Delivery Date** is **not** the date the veteran received the item; it is technically the date the Purchase Order was closed or the date the Stock Issue transaction was posted to the 2319.
Patient	The **Patient** column contains the veteran's last name and first name. Only Non-Service Connected transactions display for the requested date range.
SSN	The **SSN** column displays the patient's Social Security Number (SSN).
Column Headers	

View Column Description - Insurance Information

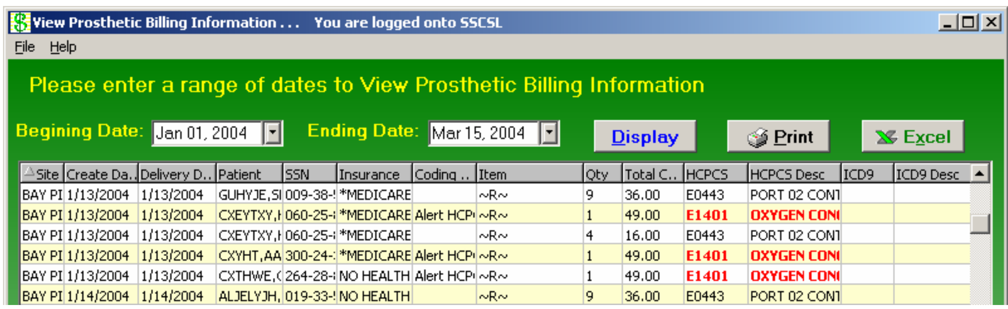
Insurance for a patient

The **Insurance** column displays health insurance information from the patient's VistA record.

If there is no health insurance information in the patient's VistA record, it displays "*Nothing Found*" in the **Insurance** column.

If health insurance displays, then the <u>most recent</u> insurance entered into the patient's VistA record will display.

Insurance column



Asterisk

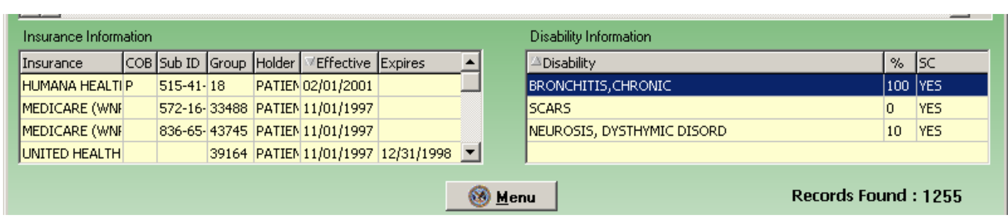
If there is an asterisk (*) in the **Insurance** column, this indicates that there is more than one insurance listed for the patient. If there is no asterisk (*), then there is only ONE insurance listed for the patient in the VistA record.

Click on that line item to display the insurance information in the box below.

Sorting Tip

You can sort on the column headers within the **Insurance Information** box to group items together for easier review. For instance, you can click on the **Effective date** column or **Expires date** column headers, and this will group items for reviewing the most recent insurance.

Effective date column sorted



View Column Descriptions - Coding Errors

Coding Errors

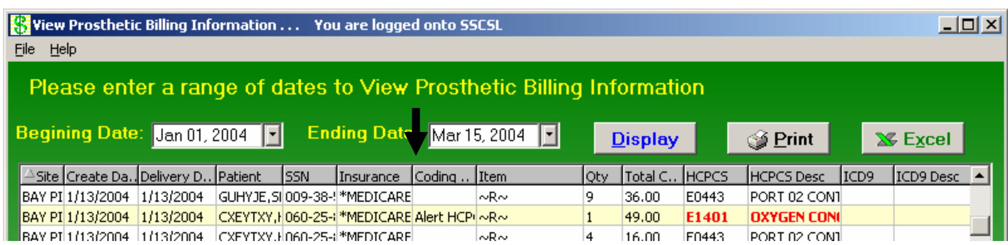
The **Coding Errors** column is to alert Billing users of a *possible* error. Errors could be any of the following:

- Inactive HCPCS
- Inactive ICD-9 codes
- Use of VA unique HCPCS codes.

The **Coding Errors** column checks the HCPCS code to see if it was valid at the time of service, and if not, then the word "HCPCS" is shown in red as well as the "HCPCS Description" is shown in red. This also applies to the inactive ICD9 Codes.

<u>Example</u>: If there is a red HCPCS displayed in the **HCPCS** column, then the **Coding Errors** column will display "**Alert HCPCS**" for Prosthetics or Billing users. This will provide a mechanism to alert users to review this billing information.

Coding Column



Sorting Tip

You can sort on the **Coding Errors** column by clicking the column header to group items for review.

View Column Descriptions - Item Information

Item definition

The **Item** column displays an Item or appliance kept in the Pros Master Item file. This column displays the IFCAP Item description of the Item issued to the Veteran.

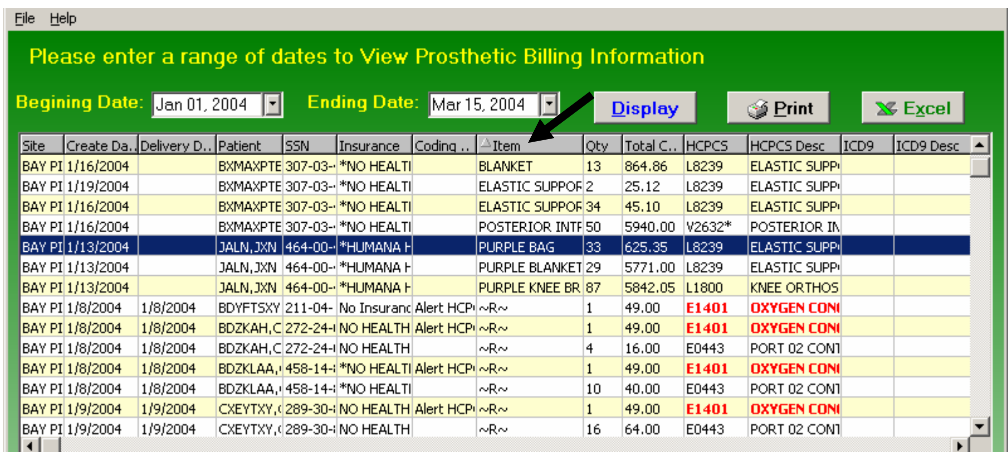
~R~ in the Item column

An "**~R~**" displayed in the **Item** column represents a **Repair** item. The **HCPCS Description** column should explain what was being repaired.

The **Item** column is the "*Brief Description*" entry that is printed on the purchase order transaction and appears on the 2319 record. The *Brief Description* is entered to define the item.

Tip: You can sort on the Item column by clicking the column header to group items to review all Repair items together.

Item column sorted – Repair items grouped together



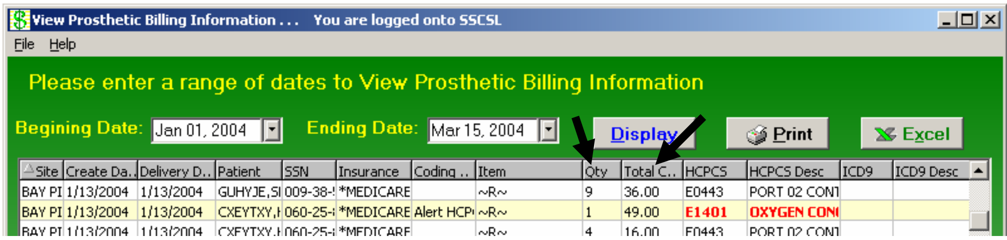
View Column Descriptions - Quantity and Total Cost Data

Qty column

The **Quantity** column provides the number issued of that Item to the veteran. This is the quantity based on purchasing (not units).

Note: For Home Oxygen, it is a payment unit not a billing unit.

Column headers



Total Cost column

The **Total Cost** column represents the cost of the issue.

View Column Descriptions - HCPCS and HCPCS Description Data

HCPCS definition

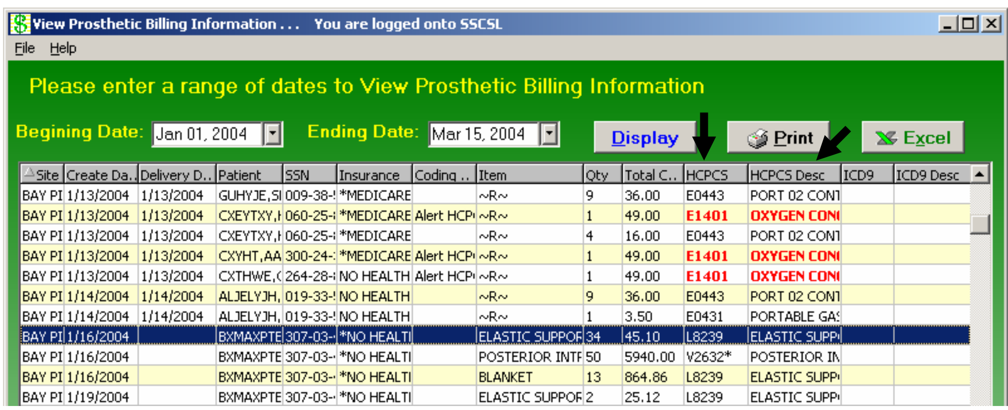
The HCPCS acronym stands for Healthcare Financing Administration Common Procedure Coding System. The HCPCS code represents an item or service. The Prosthetics staff selects the HCPCS code when the transaction was created.

Red HCPCS

If the HCPC Code and HCPCS Description in the **HCPCS** and **HPCPS Description** columns are red, that represents a HCPCS Code that has a coding error as defined by an Inactive HCPCS.

This provides an alert to Prosthetics and Billing users as this will affect billing information.

Column headers



Site	Create Da..	Delivery D..	Patient	SSN	Insurance	Coding ..	Item	Qty	Total C..	HCPCS	HCPCS Desc	ICD9	ICD9 Desc
BAY PI	1/13/2004	1/13/2004	GUHYJE,SI	009-38-!	*MEDICARE		~R~	9	36.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXEYTXY,I	060-25-i	*MEDICARE	Alert HCP	~R~	1	49.00	E1401	OXYGEN CON		
BAY PI	1/13/2004	1/13/2004	CXEYTXY,I	060-25-i	*MEDICARE		~R~	4	16.00	E0443	PORT 02 CONT		
BAY PI	1/13/2004	1/13/2004	CXYHT,AA	300-24-:	*MEDICARE	Alert HCP	~R~	1	49.00	E1401	OXYGEN CON		
BAY PI	1/13/2004	1/13/2004	CXTHWE,(	264-28-i	NO HEALTH	Alert HCP	~R~	1	49.00	E1401	OXYGEN CON		
BAY PI	1/14/2004	1/14/2004	ALJELYJH,	019-33-!	NO HEALTH		~R~	9	36.00	E0443	PORT 02 CONT		
BAY PI	1/14/2004	1/14/2004	ALJELYJH,	019-33-!	NO HEALTH		~R~	1	3.50	E0431	PORTABLE GAS		
BAY PI	1/16/2004		BXMAXPTE	307-03-	*NO HEALTI		ELASTIC SUPPOR	34	45.10	L8239	ELASTIC SUPP		
BAY PI	1/16/2004		BXMAXPTE	307-03-	*NO HEALTI		POSTERIOR INTF	50	5940.00	V2632*	POSTERIOR IN		
BAY PI	1/16/2004		BXMAXPTE	307-03-	*NO HEALTI		BLANKET	13	864.86	L8239	ELASTIC SUPP		
BAY PI	1/19/2004		BXMAXPTE	307-03-	*NO HEALTI		ELASTIC SUPPOR	2	25.12	L8239	ELASTIC SUPP		

Asterisk in HCPCS column and Calculation Flag

If there is an asterisk in the **HCPCS** column, this indicates that there is a calculation flag.

A calculation flag determines whether or not a HCPCS is used as a Main Component to display the entire cost of a purchase, when multiple items within the purchase make up a whole (e.g., when purchasing a limb or surgical implants).

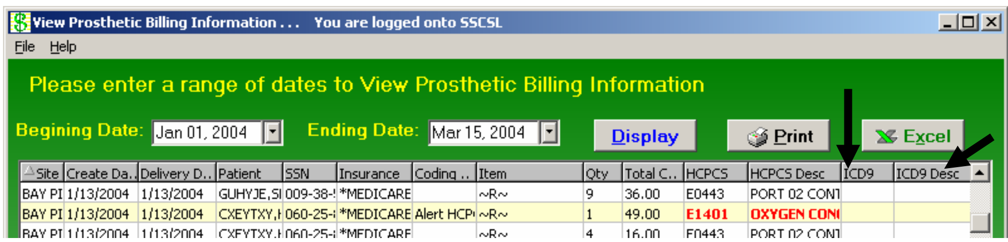
View Column Descriptions - ICD9 and ICD9 Description

ICD9 definition

International Classification of Diseases (Ninth Revision) -A coding system designed by WHO, (World Health Organization). ICD-9-CM is the official system of assigning codes to diagnoses and procedures associated with hospital utilization in the United States.

The ICD –9 is used to code and classify mortality data from death certificates. VOLUMES 1-2 contain diagnosis and procedures. VOLUME 3 is used for statistical, research and re-imbursement purposes.

Column headers



ICD9 Code Selection

This code is selected by the prescribing clinician when the Prosthetic consult is created.

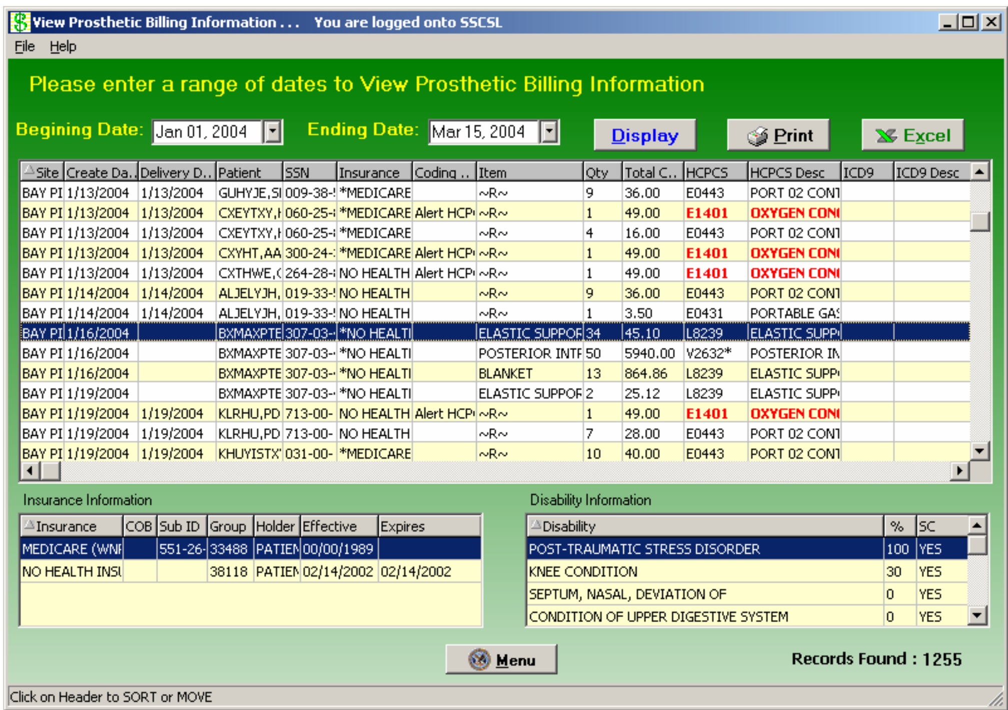
View Column Descriptions - Disability Information

Disability Information

If the patient has disability information, it will automatically be displayed in the **Disability Information** box in the bottom of the window.

If a patient is selected without any disability information, the **Disability Information** box at the bottom of the window will display “*Nothing Found*.”

Disability sample



Print the View Prosthetics Billing Information Window

Print the data

You can print the **View Prosthetics Billing Information** data after you have finished your sort by column heading. Click the **Print** button to send this information to your local printer, and click **OK** on the **Print** dialog box. (You can also click the **File** Menu and the **Print** option.)

Note: The layout of the print will be the same as the display. You can select a specific printer to print the **View Prosthetics Billing Information** window.

Change to Landscape

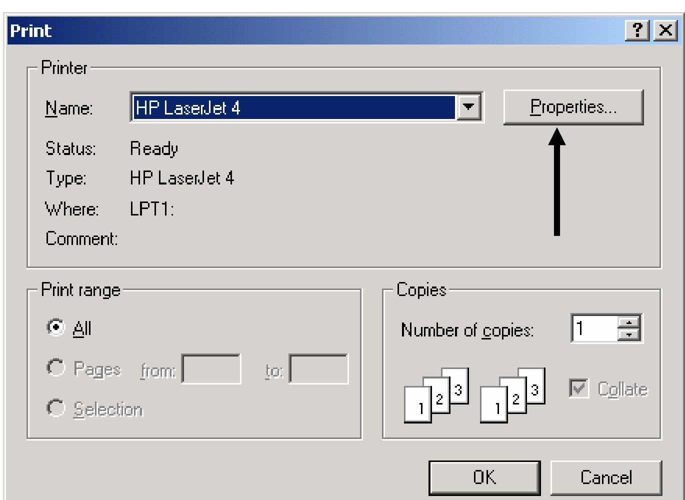
Recommendation: You should change the format of the printout from *Portrait* to *Landscape* to print all the columns on the same page.

Steps

To change the print format, follow these steps:

Step	Action
1	Click the **Print** button on the **View Prosthetics Billing Information** window.
2	Click the **Properties** button (to the right of the **Name** field) on the **Print** dialog box. Continue to the next page. **Shortcut:** Press the **<Alt>** key + **<P>** key.

Print dialog box



Continued on next page

Print the View Prosthetics Billing Information Window,
Continued

Layout Tab

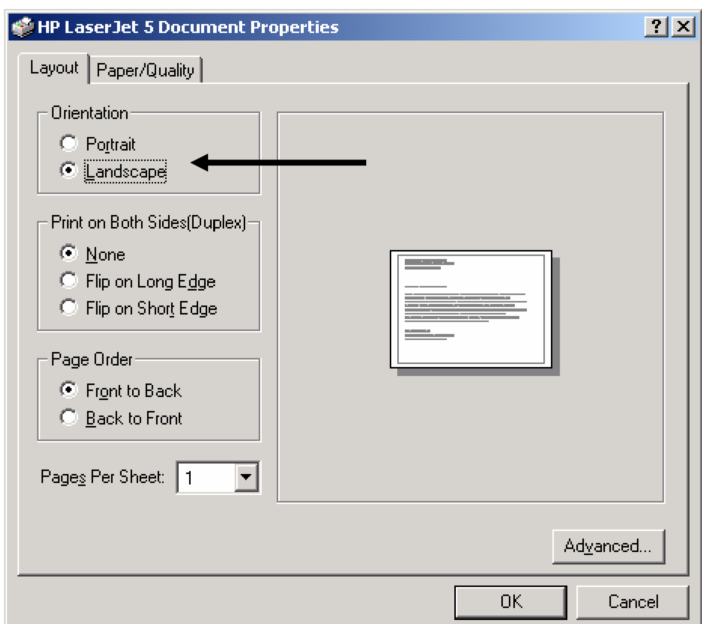
You can change the format of the printout from the standard *Portrait* format to *Landscape* on the **Layout** tab.

Steps (continued)

To continue to change to the Landscape format, follow these steps:

Step	Action
3	Click the **Layout** tab on the **Properties** dialog box (usually shown as a default view).
4	Click the **Landscape** radio button to change the format. **Shortcut:** Press the **<Alt>** key + **<L>** key.
5	Click **OK** or press **<Enter.>**

Landscape Radio button



Last step

When you return to the **Print** dialog box, click **OK** again, and it will print your output. You can print multiple copies if necessary.

Chapter 5 – Saving

Save as an Excel File

Excel Button

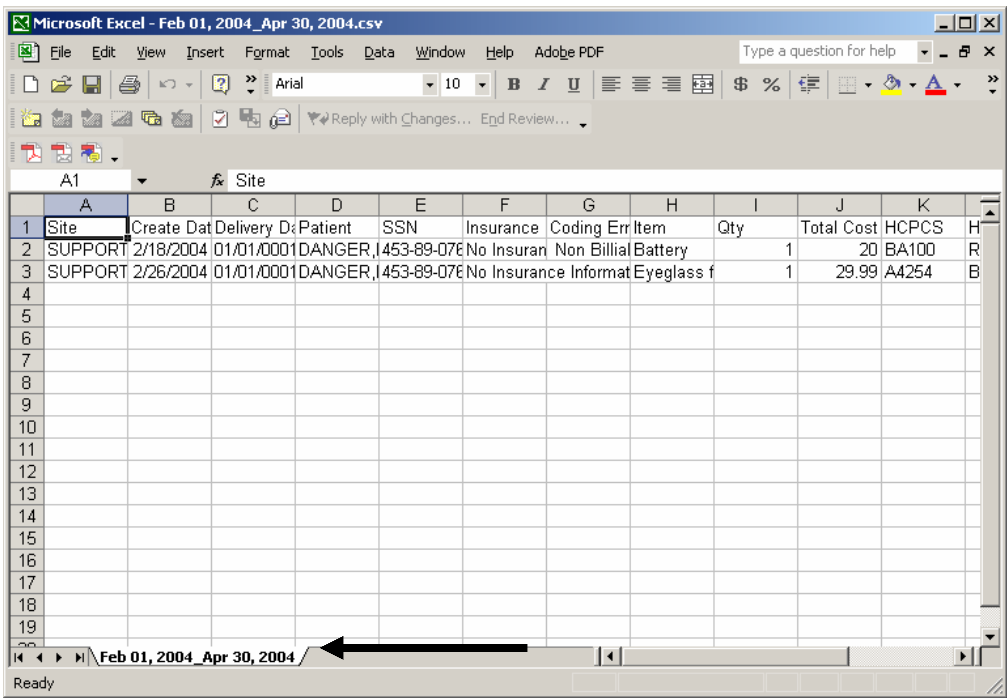
The **Excel** button on the **View Prosthetics Billing Information** window will automatically launch the Microsoft Excel software program for you. It converts the data that you have selected to display into the Excel file. (You can also click the **File** Menu and the **Excel** option.)

Shortcut: Press the **<Ctrl>** key + **<X>** key to launch MS Excel.

This feature creates an Excel **.CSV** file in the C:\ViewBillingDownload on the local computer. The file name is based on the date range.

Example: Feb 01, 2004_Apr 30, 2004.csv

MS Excel data



MS Excel

You can now use any of the features of Microsoft Excel to manipulate your data. Notice that you may need to scroll to the right to view all of the columns.

Continued on next page

AutoFilter

The **AutoFilter** feature can limit what is displayed for your view which can be printed for reports. Filtering is a quick and easy way to find and work with a subset of data in a list. A filtered list displays only the rows that meet the criteria you specify for a column.

Steps: On the **Data** menu, point to **Filter**, and then click **AutoFilter**.

When you use the **AutoFilter** command, arrows appear to the right of the column labels in the filtered list.

Note: Unlike sorting, filtering does not rearrange a list. Filtering temporarily hides rows you do not want displayed. When Excel filters rows, you can edit, format, chart, and print your list subset without rearranging or moving it.

Chapter 6 - Closing and Exiting

Exit the View Prosthetics Billing Information Window

Exit the Application

You can exit the application by first clicking the **Menu** button on the **View Prosthetics Billing Information** window. Then click the **Close** button on the **Main Prosthetics** window:

Confirmation window

Cancel button

If you click the **Cancel** button, you will remain in the application and can continue to work.

Appendix A

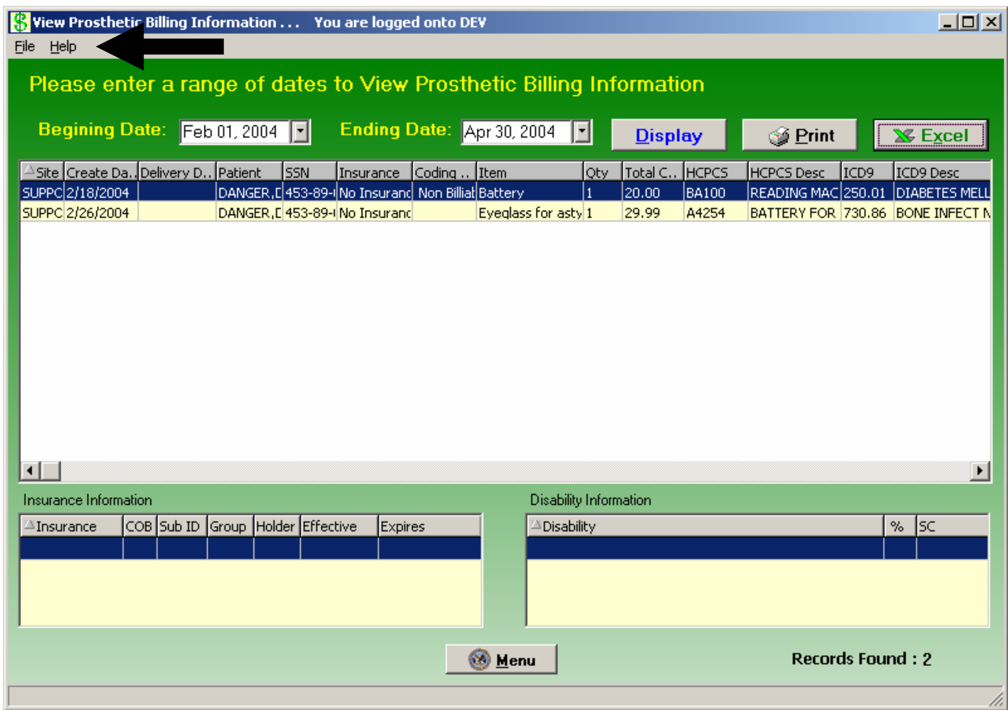
Getting Help

F1 Key

Online Help can be accessed in three methods:

1. Click the **Help** Menu (located in the upper left corner of the menu bar) and the **Contents** option.
2. Press the **<F1>** key.
3. Press the **<Alt>** key + **<H>** key. (This activates the **Help** Menu, not the Billing contents.)

Help Menu



Appendix B

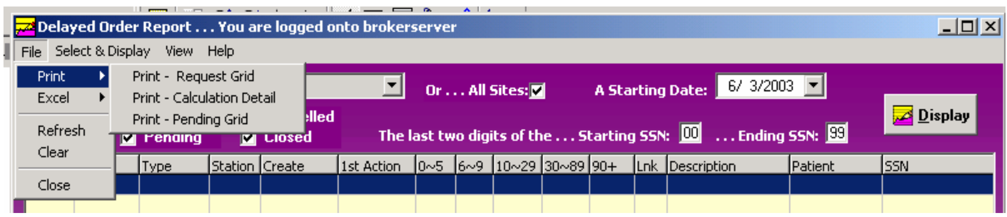
Using the Menus

Menus

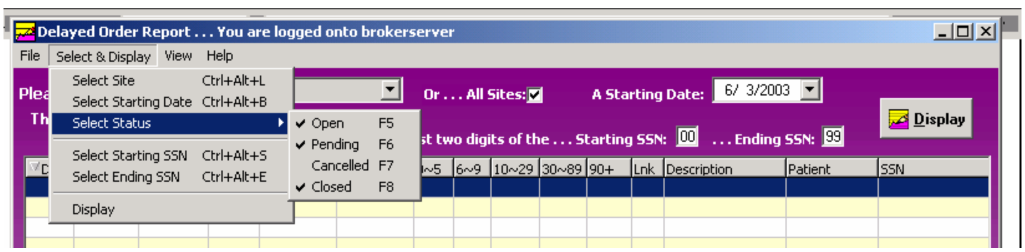
Below are the different menus and menu options that are available to be used instead of the corresponding buttons. You can use these menu options alternatively.

The **Help** Menu is the only menu that does not have a corresponding button. This menu leads you to online help through the **Contents** option. The **Section 508** option is described more in Appendix B.

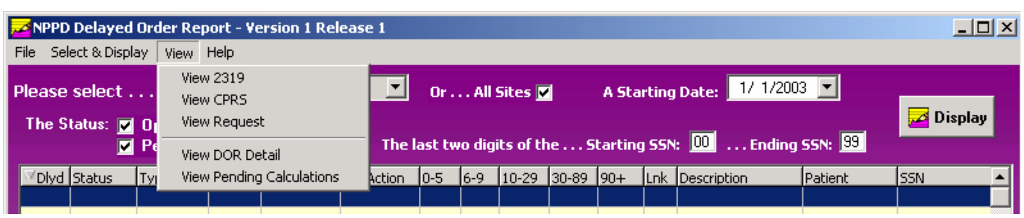
File Menu



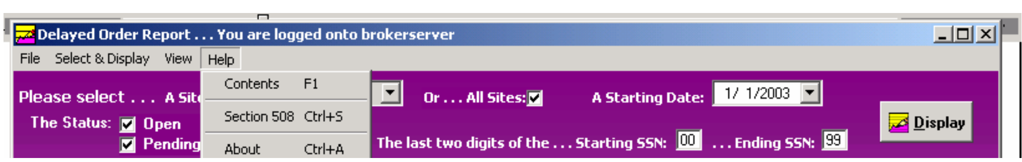
Select and Display Menu



View Menu



Help Menu



Appendix C

Activate Section 508 Assistance

Introduction

You can change the colors of the screen to black/white, which is required for Section 508 requirements to be read by visually and hearing impaired veterans.

This feature can be updated from the **Help** Menu. It provides a toggle to go back and forth between using the colors or the black/white screens depending on your needs.

Steps

To activate the Section 508 assistance, follow these steps:

Step	Action
1	Click the **Help** Menu, and click the **Section 508** option.  **Shortcut:** Press the **<Ctrl>** key + **<S>** key.
2	Click **OK** on the confirmation message dialog box as shown below.
3	Click **OK** again to exit out of the system and restart to activate the changes.

Confirmation message